



FAX TRANSMISSION

OFFICE OF THE STATE'S ATTORNEY

146 White Street
Danbury, CT 06810
203-207-8670
Fax: 203-207-8684

To: John Russotto

Date: 7/27/2012

Fax #: 860-258-5988


Pages 3 - incl. cover sheet

From: Stephen Sedensky
State's Attorney
203-207-8682 (dir)
Fax: 203-207-8684

Subject: David Holzbach

COMMENTS:

See attached memos of [REDACTED] from 10/30/1992 and [REDACTED]
from 1/29/2002.


Stephen Sedensky
State's Attorney

INTERDEPARTMENTAL
MESSAGESTO-201 REV. 7/86
(Stack No. 6938-051-01)

STATE OF CONNECTICUT

Obtain "STATE EMPLOYEE SUGGESTION" forms from, and send your
ideas to: Employee's Suggestion Awards Program, 165 Capitol Avenue
Hartford, CT 06106.

<i>To</i>	NAME, TITLE	Walter Flanagan, State Attorney, G.A. 3	DATE	10-30-92
	AGENCY, ADDRESS	146 White Street Danbury, CT 06810		
<i>From</i>	NAME, TITLE	[REDACTED]	TELEPHONE	[REDACTED]
	AGENCY, ADDRESS	319 Main Street Danbury, CT 06810		

Subject:

On October 16, 1992 I was in James Diamond's office when I observed David Holzbach holding a video camera, it appeared that he was video taping me.

James Diamond was seated at his desk, I was standing in front of his desk, and Steven Smart was standing to my left. During our conversation I turned around and upon doing so observed David Holzbach, seated at his desk, pointing the video camera in my direction. He did not attempt to hide this behavior.

cc: Frank J. Travisano, Chief Probation Officer

★

Memo


To: WDF

From: 

Date: 1/29/02

As we discussed today, I observed David Holzbach take a photograph of me as I walked into the building this morning. It was approximately 8:30 am and as I was approaching the back door I noticed David in his office with a camera pointed at me. As I got closer he quickly put the camera on his chair so that I would not be able to see it. When I came into the office I noticed that his office door was closed.

Although this behavior makes me uncomfortable, I do not wish to make a formal complaint at this time.





KEVIN T. KANE
CHIEF STATE'S ATTORNEY

State of Connecticut
Division of Criminal Justice

OFFICE OF
THE CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
PHONE (860) 258-5800 FAX (860) 258-5858

July 20, 2012

David Holzbach



Re: Pre-disciplinary Meeting

Dear Mr. Holzbach:

This letter serves to inform you that I am considering the imposition of serious discipline against you in connection with misconduct which took place in the Danbury courthouse on or about April 27, 2012. The details of your alleged misconduct are set forth in the attached report dated July 5, 2012.

Prior to making a final decision on discipline in this matter, you will have an opportunity to respond to these charges. For this purpose, a meeting will be held on Thursday, July 26, 2012, at 3:30 pm at the Office of the Chief State's Attorney at 300 Corporate Place, Rocky Hill, Connecticut. Since this meeting may lead to serious discipline, you are entitled to Union representation.

Very truly yours,

KEVIN T. KANE
CHIEF STATE'S ATTORNEY

KTK/jc

cc: John J. Russotto, Deputy Chief State's Attorney (w/o enclosure)
Stephen J. Sedensky III, State's Attorney (w/o enclosure)
John Edwards, Chief Inspector (w/o enclosure)
John P. Doyle, Jr., Union President (w/enclosure)



KEVIN T. KANE
CHIEF STATE'S ATTORNEY

State of Connecticut
Division of Criminal Justice

OFFICE OF
THE CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
PHONE (860) 258-5800 FAX (860) 258-5858

April 30, 2012

VIA HAND-DELIVERY

David Holzbach



Re: Administrative Investigation

Dear Mr. Holzbach:

I am writing to notify you that this office is conducting an administrative investigation into allegations that you engaged in certain inappropriate actions in the course of your employment at the Danbury Judicial District. In particular, this investigation centers around allegations that you secretly recorded and/or videotaped members of the defense bar and/or public while in court on April 27, 2012.

While this process is ongoing, you are hereby placed on administrative leave with pay. Accordingly, you should not report to work until instructed further. However, you are to keep the Division of Criminal Justice apprised of your whereabouts so that we may contact you concerning employment-related matters. For this purpose, please contact Supervisory Assistant State's Attorney Warren Murray if there is any change in your contact information.

Very truly yours,



JOHN J. RUSSOTTO
DEPUTY CHIEF STATE'S ATTORNEY
for Administration, Personnel & Finance

JJR/jc

cc: Kevin T. Kane, Chief State's Attorney
Stephen J. Sedensky, III, State's Attorney
Warren Murray, Supervisory Assistant State's Attorney
John P. Doyle, Jr., President, CT Association of Prosecutors



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 45 days prior to travel.

Employee Information

Name: David Holzbach

Title: Sr. Asst St Atty

- ☒ I am receiving training
☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: Fraud Investigations, CT Police Academy, Meriden

Dates: From 05/15/2012 at 8:00 ☒ am ☐ pm to 05/18/2012 at 4:30 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training Provider: ☐ In-Service ☐ CLE ☐ COLLECT ☒ POST ☐ Firearms
☐ NDAA ☐ Information Technology
☐ Other (Specify):

Financial Information

Costs: Transportation \$

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved? ☐ Yes

If yes, specify grant source and/or contact:

☒ No

How will attendance be verified?

☐ Certificate

☒ Sign-in Sheet

☐ Instructor Sign-off

☐ Other (please specify)

Sign Here

Employee: David Holzbach Date: 3/15/12

Supervisor: _____ Date: 1/1/12

Chief Deputy/State's Attorney: [Signature] Date: 3/13/12

Training Officer: Brian Austin Date: 03/28/2012

Director of Financial Services: Catherine Denton Date: 3/29/12

Deputy Chief State's Attorney for Personnel, Finance and Administration:

[Signature] Date: 3/30/12

Distribution

4-2-12 ☒ Employee Supervisor ☐ State's Attorney/DCSA ☐ Financial Services
☒ Payroll ☒ Y. Rivera ☒ M. Forman ☐ Training ☒ Personnel



OFFICE OF
THE CHIEF STATE'S ATTORNEY
300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
PHONE (860) 258-5800 FAX (860) 258-5858

Memorandum

TO: JACK DOYLE
FROM: SUE CLAUS *Sue*
DATE: MAY 17, 2012
SUBJECT: DAVID HOLZBACH

Enclosed you will find copies of the documents you requested from Attorney Holzbach's personnel file pursuant to a release signed by him on May 3, 2012. Please let me know if you have any questions.

Claus, Susan M

From: John Doyle <john.doyle@po.state.ct.us>
Sent: Thursday, May 03, 2012 4:04 PM
To: Claus, Susan M
Cc: Godialis, Christopher
Attachments: 20120503154323070.pdf

Sue, attached is the release by David Holzbach. There is also a seperate release to his lawyer. I will call you to set up a time to stop by some day next week to see the file. As always, thank you for your assistance. Jack

137 Greenwood Avenue, Suite 5
PO Box 323
Bethel, CT 06801
203-730-8916 Phone
203-798-8848 Fax

Dennis P. McDonough, PC

Fax

To: JACK DOYLE From: Dennis P. McDonough, Esq.
Fax: 203-789-6400 Pages: 3
Phone: 203-503-6823 Date: 05/03/2012
Re: DAVID HOLZBACH

☒ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

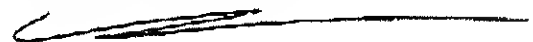
This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If the reader of this message is not the designated recipient, or the employee or agent responsible for delivery of the message to the designated recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone and return to us the original message at the above address by U.S. Mail. Thank you.

DEAR MR. DOYLE,

PLEASE FIND ATTACHEDLY ATTACHED
RELATIVE TO YOURSELF, ATT. GENERALS AND MYSELF

THANK YOU

WESLEY HOLT TUCKER



IF YOU DO NOT RECEIVE ALL PAGES OF THIS
TRANSMISSION, PLEASE CALL 203-730-8916

CONNECTICUT ASSOCIATION OF PROSECUTORS

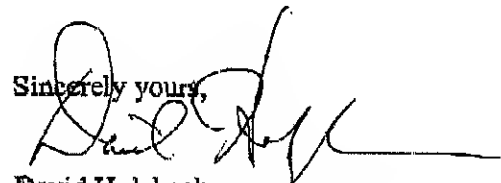
John P. Doyle, Jr.
President
Christopher T. Godialis
Vice-President
Richard J. Colangelo, Jr.
Treasurer
Melanie L. Cradle
Secretary

c/o State's Attorney's Office
235 Church Street
New Haven, CT 06510
(203) 927-3356 (cellular)
(203) 503-6825 (office)

May 3, 2012

I hereby authorize access to my personnel file, as maintained by the Division of Criminal Justice, to John P. Doyle, Jr. and Christopher T. Godialis of the Connecticut Association of Prosecutors. I also authorize the DCJ to allow items within this file to be inspected and copied by the above individuals.

Sincerely yours,



David Holzbach
Senior Assistant State's Attorney

COMPREHENSIVE AUTHORIZATION

To: Dennis P. McDonough, Esq., 137 Greenwood Ave., #5, Bethel, CT 06801

Re: David Holzbach

Date of Birth: [REDACTED]

Social Security Number: [REDACTED]

I hereby authorize you to release and produce my entire file including all materials maintained that concern me and to discuss all the contents with:

Attorney DENNIS P. MCDONOUGH
137 GREENWOOD AVENUE
BETHEL, CT. 06801

Telephone: 203-730-8916

Fax: 203-798-8848

or any authorized representative from my office including other attorneys, investigators, paralegals and clerks. I am aware that the information and documents sought may be privileged, highly personal and contain very sensitive information, but is my intention to authorize and ask you to share them with my office. Although it is my intention that this authorization be as broad and comprehensive as possible and that it include materials and information I have not specifically set forth, I specifically designate the following types of records, reports, correspondence, investigation, diagnostic, treatment, academic, disciplinary and employment materials to be disclosed:

- ✓ HOSPITAL
- ✓ MEDICAL
- ✓ HEALTHCARE PROVIDER
- ✓ DOCTOR
- ✓ THERAPIST
- ✓ PSYCHIATRIC OR OTHER
- ✓ MENTAL HEALTH TREATMENT
- ✓ SUBSTANCE ABUSE TREATMENT
- ✓ POLICE

- ✓ EMPLOYMENT AND PERSONNEL
- ✓ WAGE AND SALARY
- ✓ [REDACTED]
- ✓ DISCIPLINARY REPORTS
- ✓ [REDACTED]
- ✓ [REDACTED]
- ✓ COURT RECORDS
- ✓ [REDACTED]
- ✓ [REDACTED]

It is further my intention that all other documents requested be disclosed. It is my intention that this release be as broad and comprehensive as possible to permit my attorney to better to represent me. I further intend that a copy or facsimile transmission of this document will be as effective as an original. Thank you for your prompt cooperation with the requests.

STATE OF CONNECTICUT

COUNTY OF NEW HAVEN

ss:


David Holzbach 05/01/2012

Subscribed and sworn to before me this _____ day of _____, 2011.

Notary Public

PERFORMANCE APPRAISAL – PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

NAME: David M. Holzbach

CLASSIFICATION: Sr. Assistant State's Attorney

WORK UNIT: Office of the State's
Attorney - Danbury

RATING PERIOD: May 2010 - April 2011

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

B. CASE PRESENTATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

C. QUANTITY OF WORK

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

D. ATTITUDE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

G. ATTENDANCE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

COMMENTS:

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

K. OVERALL PERFORMANCE EVALUATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS: Jury Trials: State v. Mayo (Robbery and Larceny), State v. Moravsky (Criminal Mischief, Interfering, Home Invasion), State v. Shelvon Jones (Assault 2nd Degree)

IV. SIGNATURES

Wesley May 5/19/11
Signature of Supervisor - Evaluator Date Signed

Employee: I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

David Sh 5.19.11
Signature of Employee Date Signed

State's Attorney / Deputy/Chief State's Attorney: I have received the above and concur in the overall rating.

Reginald J. Delaney, Jr. 5/20/11
Signature of State's Attorney/ Deputy Chief/State's Attorney Date Signed



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 45 days prior to travel.

Employee Information

Name: David Holzbach

Title: Senior Assistant State's Attorney

☒ I am receiving training

☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: Annual Prosecutory Training

Dates: From 06/17/2010 at 9:00 ☒ am ☐ pm to 06/18/2010 at 4:00 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training ☒ In-Service ☐ CLE ☐ COLLECT ☐ POST ☐ Firearms

Provider: ☐ NDAA ☐ Information Technology

☐ Other (Specify):

Financial Information

Costs: Transportation \$ None

Registration \$ None

Lodging \$ None

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved? ☐ Yes

If yes, specify grant source and/or contact:

☐ No

How will attendance be verified?

☐ Certificate

☒ Sign-in Sheet

☐ Instructor Sign-off

☐ Other (please specify):

Sign Here

Employee: [Signature] Date: 6/10/10

Supervisor: _____ Date: 6/10/10

Chief/Deputy State's Attorney: [Signature] Date: 6/15/10

Training Officer: [Signature] Date: 6/15/10

Director of Financial Services: [Signature] Date: 6/17/10

Deputy Chief State's Attorney for Personnel, Finance and Administration: [Signature] Date: 6/17/10

_____ Date: 6/17/10

Distribution

✓ Employee Supervisor ✓ State's Attorney/DCSA

✓ Financial Services

✓ Payroll ✓ Y. Rivera ✓ M. Forman

✓ Training ✓ Personnel

6/18/10

PERFORMANCE APPRAISAL – PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

NAME: David M. Holzbach

CLASSIFICATION: Sr. Assistant State's Attorney

WORK UNIT: Office of the State's
Attorney - Danbury

RATING PERIOD: May 2009 - April 2010

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

B. CASE PRESENTATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

C. QUANTITY OF WORK

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

D. ATTITUDE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

G. ATTENDANCE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

K. OVERALL PERFORMANCE EVALUATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

IV. SIGNATURES

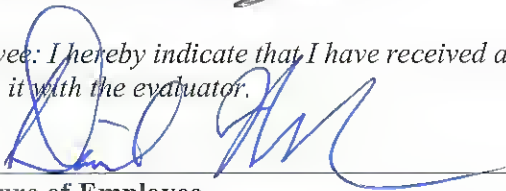


Signature of Supervisor – Evaluator



Date Signed

Employee: I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

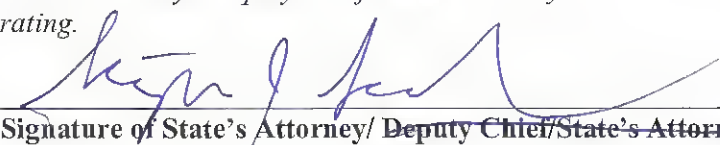


Signature of Employee



Date Signed

State's Attorney / ~~Deputy Chief State's Attorney~~: I have received the above and concur in the overall rating.



Signature of State's Attorney/ ~~Deputy Chief/State's Attorney~~



Date Signed



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 45 days prior to travel.

Employee Information

Name: DAVID HOLZBOCH

Title: SENIOR ASST ST. ATTY

- ☒ I am receiving training
☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: 2010 Symposium of Implicit Bias

Dates: From 4/15/10 at 9 ☒ am ☐ pm to 4/15/10 at 3 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training Provider: ☐ In-Service ☐ CLE ☐ COLLECT ☐ POST ☐ Firearms
☐ NDAA ☐ Information Technology

☒ Other (Specify): JUDICIAL, DCJ, PD

Financial Information

Costs: Transportation \$

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved? ☐ Yes

If yes, specify grant source and/or contact:

☒ No

How will attendance be verified?

☐ Certificate

☒ Sign-in Sheet

☐ Instructor Sign-off

☐ Other (please specify):

Sign Here

Employee: David Holzboch Date: 4/6/10

Supervisor: Wanda Date: 4/6/10

Chief/Deputy/State's Attorney: _____ Date: 1/1

Training Officer: Michael A. B. Date: 4/6/10

Director of Financial Services: Catherine D. Date: 4/6/10

Deputy Chief State's Attorney for Personnel, Finance and Administration:

J. J.

Date: 4/6/10

Distribution

☒ Employee Supervisor ☐ State's Attorney/DCSA ☐ Financial Services
☒ Payroll ☒ Y. Rivera ☒ M. Forman ☐ Training ☒ Personnel

4/7/10



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 5 days prior to travel.

Employee Information

Name: HOLZBACH, DAVID M

Title: SR. ASST. ST. ATTY

☒ I am receiving training

☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: CT PROSECUTOR'S ANNUAL TRAINING

Dates: From 6/18/09 at 8:30 ☒ am ☐ m to 6/19/09 at 4 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training ☒ In-Service

☐ CLE

☐ COLLECT

☐ POST

☐ Firearms

Provider: ☐ NDAA

☐ Information Technology

☐ Other (Specify):

Financial Information

Costs: Transportation \$

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved? ☐ Yes

☒ No

If yes, specify grant source and/or contact:

How will attendance be verified?

☐ Certificate

☐ Sign-in Sheet

☐ Instructor Sign-off

☐ Other (please specify):

Sign Here

Employee: [Signature]

Supervisor: [Signature]

Date: 6/16/09

Chief Deputy/State's Attorney: [Signature]

Date: 6/16/09

Training Officer: [Signature]

Date: 6/16/09

Director of Financial Services: [Signature]

Date: 6/16/09

Deputy Chief State's Attorney for Personnel, Finance and Administration: [Signature]

Date: 6/16/09

Distribution

Date: 6/16/09

☒ Employee Supervisor

☒ Payroll

☒ Y. Rivera

☐ State's Attorney/DCSA

☒ M. Forman

☐ Financial Services

☐ Training

☒ Personnel

✓

PERFORMANCE APPRAISAL – PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

NAME: David M. Holzbach

CLASSIFICATION: Sr. Assistant State's Attorney

WORK UNIT: Office of the State's
Attorney - Danbury

RATING PERIOD: May 2008 - April 2009

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

B. CASE PRESENTATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

C. QUANTITY OF WORK

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

D. ATTITUDE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

G. ATTENDANCE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

K. OVERALL PERFORMANCE EVALUATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

IV. SIGNATURES

Warren M. King 5/6/09
Signature of Supervisor – Evaluator Date Signed

Employee: I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

David Stalder 5/6/09
Signature of Employee Date Signed

State's Attorney / Deputy/Chief State's Attorney: I have received the above and concur in the overall rating.

Robert J. Kennedy 5/7/09
Signature of State's Attorney/ Deputy Chief/State's Attorney Date Signed



KEVIN T. KANE
CHIEF STATE'S ATTORNEY

State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

August 12, 2008

David Holzbach, Senior Assistant State's Attorney
Danbury Judicial District
146 White Street
Danbury, Connecticut 06813

Dear Attorney Holzbach:

Allow me to congratulate you on your *twenty years* of service in the Division of Criminal Justice. I did not want this anniversary to go by without expressing my gratitude to you for your service to this agency and the citizens of Connecticut.

As you well know, our prosecutors are faced with increasing caseloads and pressures every day. Yet, the job they perform is critical to our system of government. It is gratifying to know that experienced prosecutors, like you, are on the "front lines" of the criminal justice system.

Thank you for all you have done for our criminal justice system.

Sincerely yours,

A handwritten signature in black ink, appearing to be "K Kane", written over a horizontal line.

KEVIN T. KANE
CHIEF STATE'S ATTORNEY

c: Stephen Sedensky, Esq.
Warren Murray, Esq.
✓ Personnel File



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 45 days prior to travel.

Employee Information

Name: **David Holzbach**

Title: **Sr. Assistant State's Atty**

☒ I am receiving training

☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: Identity Theft Investigations, Police Academy-Meriden

Dates: From July/14/2008 at 8:30 ☒ am ☐ pm to July/16/2008 at 4:30 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation) **16**

Training Provider: ☐ In-Service ☐ JLE ☐ COLLECT ☐ POST ☐ Firearms

☐ NDAA ☐ Information Technology

☒ Other (Specify): National White Collar Crime Center

Financial Information

Costs: Transportation \$

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved?

☐ Yes

If yes, specify grant source and/or contact:

☐ No

How will attendance be verified?

☐ Certificate

☒ Sign-In Sheet

☐ Instructor Sign-off

☐ Other (please specify):

Sign Here

Employee: *David Holzbach* Date: 5/13/08

Supervisor: _____ Date: 1/1

Chief/Deputy/State's Attorney: *He J. A.* Date: 5/14/08

Training Officer: *[Signature]* Date: 7/11/08

Director of Financial Services: *Catherine Denton* Date: 7/14/08

Deputy Chief State's Attorney for Personnel, Finance and Administration:

[Signature] Date: 7/11/08

Distribution

☒ Employee Supervisor ☐ State's Attorney/DCSA ☐ Financial Services

☒ Payroll ☒ Y. Rivera ☒ M. Forman ☐ Training ☒ Personnel

7-11-08

✓

PERFORMANCE APPRAISAL – PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

NAME: David M. Holzbach

CLASSIFICATION: Sr. Assistant State's Attorney

WORK UNIT: Office of the State's
Attorney - Danbury

RATING PERIOD: May 2007 - April 2008

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

B. CASE PRESENTATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

C. QUANTITY OF WORK

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

D. ATTITUDE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

G. ATTENDANCE

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

K. OVERALL PERFORMANCE EVALUATION

☒ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS: Jury trials: State v. John Stanley. I appreciate the assistance you give to the other prosecutors in the office on the days you do not have a docket assignment. It helps the office function better.

IV. SIGNATURES

Glenn Murray 5/8/08
Signature of Supervisor – Evaluator Date Signed

Employee: I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

Daniel Hagler 5.8.08
Signature of Employee Date Signed

State's Attorney / Deputy/Chief State's Attorney: I have received the above and concur in the overall rating.

[Signature] 5/9/08
Signature of State's Attorney/ Deputy Chief/State's Attorney Date Signed



Request for Employee Training

This form is required for all requests, even if the Division will incur no costs. Please attach the registration form provided by the organization providing the training. Completed forms must be submitted at least 45 days prior to travel.

Employee Information

Name: **David Holzbach**

Title: **Senior Assistant State's Attorney**

☒ I am receiving training

☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training Information

Course Location and Name: **Intersection with Terror - National Advocacy Center**

Dates: From **March/27/2008** at **8:30** ☒ am ☐ pm to **March/28/2008** at **12:30** ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training Provider: ☐ In-Service ☐ CLE ☐ COLLECT ☐ POST ☐ Firearms

☒ NDAA ☐ Information Technology

☐ Other (Specify):

Financial Information

Costs: **Transportation \$**

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved?

☐ Yes

If yes, specify grant source and/or contact:

☐ No

How will attendance be verified?

☐ Certificate

☐ Sign-in Sheet

☐ Instructor Sign-off

☐ Other (please specify):

Sign Here

Employee: *David Holzbach*

Date: *2/14/08*

Supervisor: _____

Date: / /

Chief Deputy State's Attorney: *[Signature]*

Date: *2/17/08*

Training Officer: *[Signature]*

Date: *2/19/08*

Director of Financial Services: *Catherine Trunk*

Date: *2/19/08*

Deputy Chief State's Attorney for Personnel, Finance and Administration: *[Signature]*

Date: *2/19/08*

Distribution

☒ Employee Supervisor ☐ State's Attorney/DCSA

☐ Financial Services

☒ Payroll

☒ Y. Rivera

☒ M. Forman

☐ Training

☒ Personnel



THE RESEARCH, DEVELOPMENT AND TECHNICAL
ASSISTANCE ARM OF NDAA

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Training Application/Registration

APPLICATION REQUIREMENTS: Please fill out the form below. In order to be considered for entry into your course preference, you must complete the mandatory fields listed below. If required in the course description, you must also obtain course approval from your elected or appointed prosecutor. Forms must be received by the due date if listed in the course description. Notification of acceptance or confirmation will be sent via email within 3-5 days of online submission.

[Questions - Click Here to E-mail](#)

* mandatory fields

Title of Training*	Intersection with Terror
Date(s) of Training*	March 27-28, 2008
First Name*	David
Middle Name	Matthew
Last Name*	Holzbach
Preferred Name	
Title*	Senior Assistant State's Attorney
Organization/Jurisdiction*	Office of the State's Attorney, Danbury JD/GA
Mailing Address*	146 White Street
City*	Danbury
State*	CT
Zip*	06810
Physical Address (if different from above)	
City	
State	
Zip	
E-mail*	david.holzbach@po.ct.st.us
Office Phone*	2032078670
Alternate Phone	
Fax	2032078684
How many years of experience do you have as a prosecutor?	22 years
Characterize your jurisdiction.	Rural <input type="checkbox"/> Suburban <input checked="" type="checkbox"/> Urban <input type="checkbox"/>

Does your office receive grants related to the subject matter in this course? If yes, please list.

--	--

Scholarship Assistance Requested? (if applicable) YES ☐ NO ☐

Are you a member of NDAA? YES ☒ NO ☐

If not a member of NDAA, are you interested in becoming a member? YES ☐ NO ☐

Do you meet the prerequisites listed in the course description (if any)? YES ☐ NO ☐

If so, please list below:


--	--

Additional Information:

--	--

[Register](#)

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[New Window](#) | [Help](#) | [Customize Page](#) | **Work Location**[Job Information](#)[Job Labor](#)[Payroll](#)[Salary Plan](#)[Compensation](#)

David Holzbach

EMP

ID:

Empl Rec

Work Location[Find](#)[First](#)**HR Status:** Active**Payroll Status:** Active***Effective Date:** 06/22/2007 **Sequence:** 0 ***Job Indicator** Primal**Action / Reason:** Data Change

General Data Change

Last Start Date: 07/01/1999**Termination Date:****Expected Job End Date*****Position Number:** 00005014 SrAstState'sAtty**Position Entry Date:****Position Management Record*****Regulatory Region:** USA 

USA Regulatory Region

Company: CT

State of Connecticut

***Business Unit:** AGENCY 

Executive Branch Agency Default

***Department:** DCJ30000 





Div of Criminal Justice


Department Entry Date:**Location:** DCJ034418 

Danbury JD

Establishment ID: DCJ018 

Danbury JD

Date Created:[Job Data](#)[Employment Data](#)[Benefits Program Participation](#) [Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Refresh](#) [Logout](#)[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

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David Holzbach

EMP

ID: 

Empl Rcd

Job Information

Find

First

Effective Date: 06/22/2007

Effective Sequence: 0 

Job Indicator: Primary

Action / Reason: Data Chg

General Data Change

*Job Code: 2635DP 

SrAstState'sAtty

Entry Date: 07/01/1999

Supervisor Level:

Supervisor ID:

Reports To:

*Regular/Temporary: Regular

*Full/Part: Full-Time

Empl Class: Permanent

*Officer Code: None

Regular Shift: N/A


Shift Rate:

*Classified Indc: Unclassifd

Standard Hours

Standard Hours: 40.00

SDE Ra

Work Period: WCT  Wkly 52.2

Certification List Number

FTE: 1.000000

☒ Adds to FTE Actual Count?


Encumbrance Override

Contract



Contract Number:


Contract Type:

Next Contract Number

▼  USA*FLSA Status: No FLSA FLSA Period in Days NA *EEO Class: None 

Work Day Hours:

[Job Data](#)[Employment Data](#)[Benefits Program Participation](#) Save Return to Search Previous tab Next tab Refresh Update[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | **Compensation**

David Holzbach

EMP


ID: 

Empl Rcc

Compensation

[Find](#) [First](#) **Effective Date:** 06/22/2007**Effective Sequence:** 0 **Job Indicator:** Primary Job**Action / Reason:** Data Chg

General Data Change


Compensation Rate:4,667.210000 ***Frequency:**BCT  Biwly**Comparative Information**

Default Pay Components





Pay Components


[Customize](#) | [Find](#) |  [First](#) [Amounts](#)[Controls](#)[Changes](#)[Conversion](#)***Rate Code****Seq****Comp Rate****Currency****Frequency****Percent**1 CTBASE 

0

4,667.210000 USD BCT 

Calculate Compensation


[Job Data](#)[Employment Data](#)[Benefits Program Participation](#) [Save](#) [Return to Search](#) [Previous tab](#) [New tab](#) [Refresh](#) [Logout/Display](#)[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 

Job Data Notepad - Selected Note

[Instructions](#)

Selected Note

ID:		David Holzbach	Created: 06/29/2007 1:18PM
Empl Rcd#:	0		Creator: Donna Lozier
Eff Date:	2007-06-22		Last Update:
Sequence:	0		by:

Subject: GDC**Note Text:** Increase in hours from 35 to 40 weekly effective 6/22/07.[Save](#)[Undo Changes](#)

Return To: [Note Selection Page](#)
[Job Data Page](#)

**Request for Employee Training**

This form is required for all requests, even if you are providing training. Attach the registration form provided. Completed forms must be submitted at least 10 business days before the training date.

Post-it® Fax Note 7671

Date: <u>10-5-06</u>	# of pages: <u>1</u>
To: <u>Quinn Rossi</u>	From: <u>Mary Barker</u>
Co. Dept:	Co.
Phone #	Phone #
Fax #	Fax #

Employee InformationName: **David Holzhach**Title: **Senior Assistant State's Attorney**☒ I am receiving training☐ I am providing training

If providing training and being paid, provide source of payment and how training hours are to be recorded for attendance purposes:

Training InformationCourse Name/Location: **Powerpoint Training- Rocky Hill**Dates: From 11/08/2006 at 9:30 ☒ am ☐ pm to 11/08/2006 at 12:30 ☐ am ☒ pm

Number of Credits/Hours: (If providing training, only list hours preparing and researching the presentation)

Training ☒ In-Service ☐ CLE ☐ COLLECT ☐ POST ☐ FirearmsProvider: ☐ NDAA ☐ Information Technology☐ Other (Specify):**Financial Information**

Costs: Transportation \$

Registration \$

Lodging \$

Miscellaneous (Please specify):

Deadline to obtain these rates: / /

Are grant funds involved? ☐ Yes

If yes, specify grant source and/or contact:

☒ No

How will attendance be verified?

☐ Certificate☒ Sign-in Sheet☐ Instructor Sign-off☐ Other (please specify):**Sign Here**Employee: David Holzhach Date: 10/2/06Supervisor: William J. ... Date: 10/3/06Chief/Deputy/State's Attorney: William J. ... Date: 10/5/06Training Officer: Quinn Rossi Date: 10/5/06Director of Financial Services: Catherine ... Date: 10/6/06

Deputy Chief State's Attorney for Personnel, Finance and Administration:

John ... Date: 10/10/06**Distribution**☒ Employee Supervisor☐ State's Attorney/DCSA☐ Financial Services☒ Payroll☒ Y. Rivera☒ M. Forman☐ Training☒ Personnel



STATE OF CONNECTICUT
DIVISION OF CRIMINAL JUSTICE

OFFICE OF THE STATE'S ATTORNEY
Judicial District of Danbury

WALTER D. FLANAGAN
STATE'S ATTORNEY

146 WHITE STREET
P.O. BOX 685
DANBURY, CT 06813
TELEPHONE (203) 207-8670
FAX (203) 207-8684

October 11, 2006

David Holzbach, Senior Assistant State's Attorney
Office of the State's Attorney
Judicial District of Danbury
146 White Street, P.O. Box 685
Danbury, CT 06813

Re: Written Reprimand

Dear Mr. Holzbach:

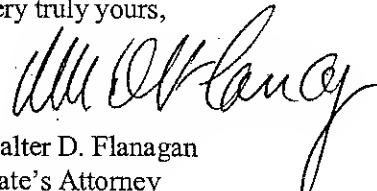
I am issuing you a written reprimand for your conduct on August 16, 2006 at the Danbury Superior Courthouse. From my investigation, I have concluded that you acted in an unprofessional manner when you photographed a female employee while she was working in the office without her knowledge. During my conversation with you and other Division employees, you admitted such conduct. In addition, in 1992, I verbally reprimanded you for similar unprofessional conduct and instructed you to cease taking photographs of courthouse employees without their knowledge.

Your conduct on August 16, 2006 was unprofessional. It reflected poorly on you as a member of the State's Attorney's Office, and reflected poorly on the Division of Criminal Justice, as well. This conduct cannot be tolerated.

During my recent meeting with you about this incident, we discussed my expectation that you act in a professional manner at all times. I also instructed you once again to cease such conduct and you agree to do so. You also expressed remorse for your unprofessional conduct, which I have taken into consideration in the context of this written reprimand.

I am hopeful that this incident will prove to be an isolated one. If, however, there is future misconduct, I will take appropriate action.

Very truly yours,


Walter D. Flanagan
State's Attorney

cc: John J. Russotto, Deputy Chief State's Attorney
Susan Claus, Personnel Officer

[Home](#)[Add to My Links](#)[Sign out](#)

My Links:

[Help](#)[Name History](#)[Address History](#)[Personal History](#)[Identity/Diversity](#)

Holzbach, David M

Employee

EmplID:

Date of Birth:

Birth Country:

Saved

Age:

Date of Death:

Birth Location:

☒ Waive Data Protection

Original Hire Date: 09/23/1985

USA

Referral Source

[View All](#)

First 1 of 1

*Effective Date:

01/01/1901

Referral Source:

Unknown

Referral Source Subcategory:

Employee Referral ID:

Specific Referral Source:

☐ Applicant is a family member☐ Previously Employed by Company

National ID

[View All](#)

First 1 of 1

Country

*National
ID Type

Description

National ID

Primary ID

USA

PR

Social Security Number

☒

+ -

USA

[Save](#)[Return to Search](#)[Previous tab](#)[Print](#)[Refresh](#)[Print Screen](#)[Help](#)[Name History](#) | [Address History](#) | [Personal History](#) | [Identity/Diversity](#)

[Help](#)

General Comments

Holzbach, David M

Employee

EmplID: [REDACTED]

General Comments

[View All](#)First **1** of 2
Saved

Comments By:


JH

Comment Date:

12/09/2005

Comment:

Adjusted original hire date to reflect earliest start date of employment with the State.

 Save Return to Search

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David Holzbach	Sr. Assistant State's Attorney
NAME	CLASSIFICATION
Office of the State's Attorney	May 2006 - April 2007
WORK UNIT Danbury	RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION



Satisfactory



Unsatisfactory

Jury Trials: State v. Jeffrey Malave, State v. Robert Lotzko

You have the ability to try serious cases to verdict effectively.

This ability should be used more often to balance off the trial workload of others.

IV. SIGNATURES

Warren Murray
Supervisor-Evaluator

5/10/07
Date Signed

David [Signature]
Employee

5/10/07
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

[Signature]
State's Attorney;

5/14/07
Date Signed

~~Deputy Chief State's Attorney~~

I have received the above and concur in the overall rating.



Request for Employee Training

This form is required for all training requests, whether the employee will receive training or provide training as an instructor or lecturer and even if the Division will not incur an expense as a result of the employee's attendance. Applicants should submit the original form to their supervisor, together with all pertinent seminar information such as the registration form, brochure or other descriptive material. Keep a copy for your records. This form replaces a Purchase Request for training requests only; a Purchase Request is required for all other expenses.

The completed form must be signed by the State's Attorney or designee and submitted to the Director of Financial Services at least 45 days prior to travel. Applications received less than 45 days before travel may be denied. If request is to serve as an instructor or lecturer, a dual employment form may also be required. Generally, this is the case if there is payment for your services from another state agency. See your supervisor or the Human Resources Unit prior to submitting a request.

Today's Date: 06 / 20 / 06

Is training covered by a grant?

☐ Yes ☒ No

If yes, give grant name/contact if other than the Division of Criminal Justice:

Registration/Fees \$

Date by which payment must be made to obtain this rate: / /

David M. Holzbach

Employee Name

Assistant State's Attorney

Job Title

Danbury

Office/Bureau/Unit

Travel \$

☐ Air ☐ Rail ☐ State Vehicle

☐ Personal Vehicle ☐ Other

Date by which ticket must be purchased to obtain this fare: / /

Bargaining Unit

☒ Connecticut Prosecutors

☐ Inspectors Council

☐ CJ Employees

☐ Exempt

Course Name

Identity Theft

☐ In-service ☐ Firearms

☐ COLLECT ☐ POST Training

☐ Information Technology

☐ Continuing Legal Education

☒ National Advocacy Center (NDAA)

☐ Other Training

Lodging \$

Deadline, if any, to receive this rate: / /

Miscellaneous \$

(Parking, tolls, ground transportation, etc.)

Employee will be

☒ receiving training

☐ providing training (i.e., lecturer, instructor)

Training Provider/Organization

NDAA

Justification for Request

(Attach additional sheets as necessary)

If providing training, will you be receiving payment from any other source?

☐ Yes

☐ No

If yes, is the other source a state agency? ☐ Yes ☐ No

Number of Hours/Credits

Dates

10 / 30 / 06 From: at a.m. / p.m.

11 / 03 / 06 To: at a.m. / p.m.

Location of Training

Columbia, South Carolina

Annual Educational Requirement / Practical Instruction & Training in a highly active Criminal arena.

David Holzbach
Employee Signature

6-21-06

Date

CONTINUE TO OTHER SIDE
FOR SUPERVISOR APPROVALS

AUTHORIZATION OF SUPERVISOR AND STATE'S ATTORNEY

Print Supervisor Name: Warren Murray Date: 6-22-06

COMMENTS: Include your assessment of how the knowledge and skills to be gained will benefit your office and your official duties: This will permit the employee to acquire the specialized knowledge necessary to prosecute identity theft cases.

Warren Murray 6-23-06
Supervisor Signature Warren Murray Date
Walter D. Flanagan 6-23-06
Signature of State's Attorney or Designee Walter D. Flanagan Date

Review/Recommendation of Training Officer: Michael J. [Signature] 6/30/06
Date

Review/Recommendation of Personnel Officer: Susan M. Claus 6/30/06
Date

DIRECTOR OF FINANCIAL SERVICES

Account Code: _____ Grant ID: _____

Action/Referred To: _____

Catherine Trout 6/30/06
Signature Date

DEPUTY CHIEF STATE'S ATTORNEY FOR PERSONNEL, FINANCE AND ADMINISTRATION

☐ Approved as requested in the amount of \$ _____ along with _____ days paid leave.

☐ Partially approved in the amount of \$ _____ along with _____ days paid leave.

All remaining expenses/leave shall be assumed by the applicant.

Action/Referred To: _____

John Russo 6/30/06
Signature Date

DISTRIBUTION TO: ☒ Employee ☐ Supervisor ☐ State's Attorney/DCSA ☐ Financial Services

Date 7/13/06 ☒ Chief Inspector ☐ Training ☒ Payroll ☒ Personnel

YR

M. Forman

DCJ 0301TR



NDAA

National District Attorneys Association
National Advocacy Center

APPLICATION / Due Date: See Course Description

FAX OR MAIL APPLICATION. DO NOT DO BOTH.

PHONE: 803-705-5050 / FAX: 803-705-5060

APPLICATION REQUIREMENTS: To be considered for courses offered by the National District Attorneys Association at the National Advocacy Center, you must complete this form in its entirety (**except optional**) along with any additional information required in the course descriptions. Please **type** or **print legibly** and sign your form. Applications must be received by the deadline. If accepted, applicants will be notified approximately two weeks after the deadline and will receive confirmation and information about the course, travel and lodging. This form may be duplicated.

Please specify your course choice by indicating the following:

COURSE NAME: Identity Theft
COURSE NUMBER: 01-07-IDT COURSE DATE: 10/30-11/3

Course descriptions include requirements for attendance. Please provide the following:

Level of experience required for the course? 18 years

Requirement(s) met: ☒ Yes ☐ No

Your level of experience? 18 years

Pre-requisite(s) required for the course? ☐ Yes ☒ No

Pre-requisite Course Name(s): _____

Name: David Holzbach

Title: Senior Asst. Sr. ATTY

Jurisdiction: JD/GA DANBURY

Business Address (No P.O. boxes): 146 White St.

FedEx Delivery requires street address

City Danbury State CT Zip 06810

Business Address (if using P.D. Box): _____

City _____ State _____ Zip _____

Telephone: Business: (203) 207-8670 Home: (203) 797-1085

Fax: (203) 207-8684 E-mail: _____

State(s) and Date(s) of Bar Admission: CT - 1985

I. What is the size of your office?

6 Total number of full-time attorneys

1 Total number of part-time attorneys

2. Total years as a prosecutor: 18

3. Date elected/appointed to current position: 08/88

4. Date hired: 08/88

5. Total number of jury trials:	Misdemeanor	Felony	Civil
State	<u>20</u>	<u>20</u>	<u>0</u>
Federal	<u>0</u>	<u>0</u>	<u>0</u>

6. Which National Advocacy Center courses have you attended within the last 18 months?

Course Title _____ Date _____

Course Title _____ Date _____

7. Does your office have criminal jurisdiction? ☒ Yes ☐ No

DPTIDNAL: It is the policy of the National District Attorneys Association to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability. To ensure that the aforementioned protected classes of people are fairly represented in NDAA courses, we are asking optional questions B and 9.

B. Gender: ☒ Male ☐ Female

9. Race: ☐ Native American ☐ Hispanic ☐ Black
☐ Asian ☒ White ☐ Other (specify) _____

I understand that if I am accepted, advance participation and preparation on my part is required. I certify that the information in this application is correct and that I have all of the experience and qualifications for this training program as listed in the course description. I also certify that I am a member in good standing of the Bar of the State of CT.

☒ The elected/appointed prosecuting attorney in my jurisdiction has approved my participation in the NDAA training program I have selected.

David Holzbach 6/19/06
Signature of Applicant Date

Name of elected/appointed prosecuting attorney: Walter D. Flanagan

Address: 146 White Street

City/State/Zip: Danbury, CT 06810

Phone Number: 203-207-8670

Please note: Only one application per jurisdiction will be eligible for selection for each course.
Submission of application does not guarantee acceptance.

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

<u>David Holzbach</u>	<u>Sr. Assistant State's Attorney</u>
NAME	CLASSIFICATION
<u>Office of the State's Attorney</u>	<u>May 2005 - April 2006</u>
WORK UNIT Danbury	RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒ Satisfactory ☐ Unsatisfactory

D. ATTITUDE

☒ Satisfactory ☐ Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒ Satisfactory ☐ Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒ Satisfactory ☐ Unsatisfactory

G. ATTENDANCE

☒ Satisfactory ☐ Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐ Satisfactory ☐ Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐ Satisfactory ☐ Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)


☐ Satisfactory ☐ Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒ Satisfactory ☐ Unsatisfactory

Jury trials: State v. Arconti

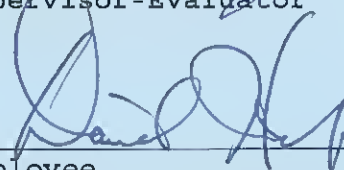
IV. SIGNATURES



Supervisor-Evaluator

4/25/06

Date Signed



Employee

4/26/06

Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.



State's Attorney;

4/27/06

Date Signed

Deputy Chief State's Attorney
I have received the above and concur in the overall rating.

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David Holzbach
NAME

Sr. Assistant State's Attorney
CLASSIFICATION

Office of the State's Attorney
WORK UNIT Danbury

May 2004 to April 2005
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION


☒

Satisfactory

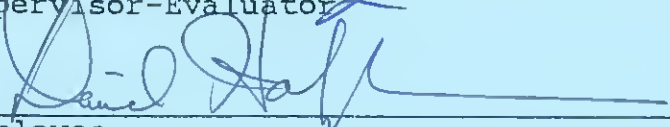
☐

Unsatisfactory

IV. SIGNATURES

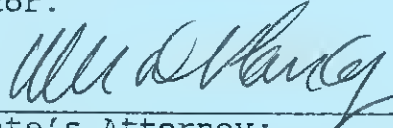

Supervisor-Evaluator

5/4/05
Date Signed


Employee

5.3.05
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.


State's Attorney;
Deputy Chief State's Attorney

5/6/05
Date Signed

I have received the above and concur in the overall rating.



State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

CHRISTOPHER L. MORANO
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

March 28, 2005


Tracy A. Bozek
20 Valley View Road
Brookfield, CT 068043

Dear Ms. Bozek:

I am in receipt of your letter dated March 18, 2005 which was forwarded to my attention by State's Attorney Walter Flanagan regarding the handling of a case in the Danbury Judicial District courtroom, where your son was the victim, by Senior Assistant State's Attorney David Holzbach. Thank you for your kind words regarding Mr. Holzbach.

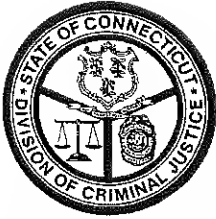
Again, thank you for taking the time to write on his behalf and I will see that your comments are placed in his personnel file.

Sincerely,


CHRISTOPHER L. MORANO
Chief State's Attorney

CLM/rpb

c: Walter Flanagan, State's Attorney for Judicial District Danbury
David Holzbach, Senior Assistant State's Attorney
personnel file ✓



WALTER D. FLANAGAN
STATE'S ATTORNEY

STATE OF CONNECTICUT
DIVISION OF CRIMINAL JUSTICE

OFFICE OF THE STATE'S ATTORNEY

Judicial District of Danbury
2005 MAR 28 P 12:51

CHIEF STATE'S
ATTORNEY'S OFFICE

146 WHITE STREET
P.O. BOX 685
DANBURY, CT 06813
TELEPHONE (203) 207-8670
FAX (203) 207-8684

March 24, 2005

Christopher L. Morano, Chief State's Attorney
Office of the Chief State's Attorney
300 Corporate Place
Rocky Hill, CT 06067

RE: David M. Holzbach

Dear Chris:

I enclose a letter which is complimentary towards the judicial system and Senior Assistant State's Attorney David Holzbach in particular. I would urge you to place it in his file.

Very truly yours,

A handwritten signature in black ink, appearing to read "WDF", is written over a horizontal line.

Walter D. Flanagan
State's Attorney

WDF:ML

Enclosure

*Tracy A. Bozek
20 Valley View Road
Brookfield, CT 06804*

March 18, 2005

Walter Flanagan, Chief State's Attorney
146 White Street
Danbury, CT 06810

Dear Mr. Flannagan:

I would first like to apologize for the lateness of this letter. I wrote it a thousand times in my head but never managed to get it on paper. On April 5, 2003, my then 16-year-old son, Dan Bozek, was assaulted at Wendy's in Brookfield. About 3 or 4 weeks later charges were filed against four individuals. Having never been intimately involved in a criminal court case, I must comment on your staff.

David Pond and the victim advocate services are a tremendous asset to the court system. Mr. Pond was extremely professional and compassionate. I never missed a court date and Dave was always by my side. He was my rock and provided invaluable support. He kept me informed of case updates and even prepared me for possible adverse outcomes.

The State's Attorney who prosecuted Danny's case was David Holzbach. He was magnificent and related very well with my son. Every time I saw David enter the court it was like seeing God – you knew everything was going to be okay and you felt secure. David worked diligently on this case which resulted in convictions of all four individuals and three serving time in jail.

David Holzbach and David Pond are truly my heros. My family and I will be indebted to them forever.

I would also like to commend the Marshal service, particularly Patricia Pollevoy and Tanya Johnson. On June 30, 2004, my husband and I were in court for the sentencing of Michael Cusack. I read our victim impact statement and Mr. Cusack was taken into custody. My husband and I sat in the courtroom for at least 5 minutes after the Cusack family left – something I learned from David Pond so as to avoid confrontation in the hall. When we started to leave Ms. Pollevoy asked us to remain a little longer so we sat down. Court adjourned a couple of minutes later and again we started to leave. Ms. Pollevoy explained that Mr. Cusack's mother was outside with a group and had something to say to me, and the marshals weren't going to give her the opportunity to say it. They called for an additional marshal from downstairs who escorted us out of the building, through the parking lot and off the grounds. Had it not been for the keen senses of Ms. Pollevoy and Ms. Johnson, the Cusack family surely would have ambushed my husband and I. Who knows how far the situation could have escalated at that point. Please be sure their supervisor knows we are very grateful for their actions.

Thank you again to your entire staff for making a difficult situation tolerable.

Sincerely,


Tracy Bozek

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David Holzbach
NAME
Office of the
State's Attorney - Danbury
WORK UNIT

Sr. Assistant State's Attorney
CLASSIFICATION

May 2003 - April 2004
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION


☒

Satisfactory

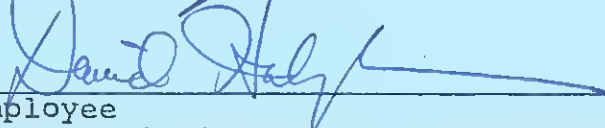
☐

Unsatisfactory

IV. SIGNATURES



Supervisor-Evaluator

4/28/04
Date Signed


Employee

4.28.04
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.


State's Attorney;

4/28/04
Date Signed

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.



State of Connecticut
DIVISION OF CRIMINAL JUSTICE
OFFICE OF
THE CHIEF STATE'S ATTORNEY

CHRISTOPHER L. MORANO
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

August 12, 2003

David Holzbach
Senior Assistant State's Attorney
State's Attorney's Office
Judicial District of Danbury
146 White Street
P.O. Box 685
Danbury, Connecticut 06813

Dear Attorney Holzbach:

Allow me to congratulate you on your *fifteen years* of service in the Division of Criminal Justice. I did not want this anniversary to go by without expressing my gratitude to you for your service to this agency and the citizens of Connecticut.

As you well know, our prosecutors are faced with increasing caseloads and pressures every day. Yet, the job they perform is critical to our system of government. It is gratifying to know that experienced prosecutors, like you, are on the "front lines" of the criminal justice system.

Thank you for all you have done for our criminal justice system.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris", is written over a horizontal line.

CHRISTOPHER L. MORANO
CHIEF STATE'S ATTORNEY

c: Walter D. Flanagan, Esq.
Warren Murray, Esq.
✓ Personnel File

Spm ✓

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach

Sr. Assistant State's Attorney

NAME

CLASSIFICATION

Office of the
State's Attorney - Danbury

May 2002 to April 2003

WORK UNIT

RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Warren M. Munnery
Supervisor-Evaluator

4/4/03
Date Signed

David H. Hays
Employee

4.21.03
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

William H. Hays

State's Attorney;
Deputy Chief State's Attorney

4/16/03
Date Signed

I have received the above and concur in the overall rating.



Request for Employee Training

This form is required for all training requests, whether the employee will receive training or provide training as an instructor or lecturer and even if the Division will not incur an expense as a result of the employee's attendance. Applicants should submit the original form to their supervisor, together with all pertinent seminar information such as the registration form, brochure or other descriptive material. Keep a copy for your records. This form replaces a Purchase Request for training requests only; a Purchase Request is required for all other expenses.

The completed form must be signed by the State's Attorney or designee and submitted to the Director of Financial Services at least 45 days prior to travel. Applications received less than 45 days before travel may be denied. If request is to serve as an instructor or lecturer, a dual employment form may also be required. Generally, this is the case if there is payment for your services from another state agency. See your supervisor or the Human Resources Unit prior to submitting a request.

Today's Date: 4/11/02

David M. Holzbach

Employee Name

Assistant State's Attorney

Job Title

Danbury

Office/Bureau/Unit

Bargaining Unit

- ☒ Connecticut Prosecutors
☐ Inspectors Council
☐ CJ Employees
☐ Exempt

Employee will be

- ☒ receiving training
☐ providing training (i.e., lecturer, instructor)

If providing training, will you be receiving payment from any other source?

- ☐ Yes ☐ No

If yes, is the other source a state agency? ☐ Yes ☐ No

Is training required by the Division of Criminal Justice?

- ☐ Yes ☒ No

If yes, explain:

Is training covered by a grant?

- ☐ Yes ☐ No

If yes, give grant name/contact if other than the Division of Criminal Justice:

Course Name

8th Annual Advanced Fire Investigation School

- ☐ In-service ☐ Firearms
☐ COLLECT ☐ POST Training
☐ Information Technology
☐ Continuing Legal Education
☐ National Advocacy Center (NDAA)
☐ Other Training

Training Provider/Organization

CT Fire Academy

Windsor Locks, CT

Number of Hours/Credits

Dates

From: 04/29/02 at 8:30 a.m. / p.m.

To:

04/30/02 at 5:00 a.m. / p.m.

Location of Training

Registration/Fees \$

Date by which payment must be made to obtain this rate: / /

Travel \$

- ☐ Air ☐ Rail ☐ State Vehicle
☒ Personal Vehicle ☐ Other

Date by which ticket must be purchased to obtain this fare: / /

Lodging \$

Deadline, if any, to receive this rate: / /

Miscellaneous \$ mileage

(Parking, tolls, ground transportation, etc.)

Justification for Request

(Attach additional sheets as necessary)

Additional information

will be beneficial for

prosecution of arson cases.

David M. Holzbach
 Employee Signature

4-10-02

Date

CONTINUE TO OTHER SIDE
 FOR SUPERVISOR APPROVALS

AUTHORIZATION OF SUPERVISOR AND STATE'S ATTORNEY

Print Supervisor Name: Warren Murray Date: 4-10-02COMMENTS: Include your assessment of how the knowledge and skills to be gained will benefit your office and your official duties: This seminar will increase the attendee's understanding of the investigative and witness testimony issues involved in arson prosecutions.Warren Murray 4-10-02
Supervisor Signature Date[Signature] 4-10-02
Signature of State's Attorney or Designee DateReview/Recommendation of Training Officer: [Signature] 4/16/02
DateReview/Recommendation of Personnel Officer: Susan M. Claus 4/17/02
Date

DIRECTOR OF FINANCIAL SERVICES

Account Code: _____ Grant ID: _____

Action/Referred To: _____

Catherine Trenton 4/12/02
Signature Date

DEPUTY CHIEF STATE'S ATTORNEY FOR PERSONNEL, FINANCE AND ADMINISTRATION

- ☐ Approved as requested in the amount of \$ _____ along with _____ days paid leave.
- ☐ Partially approved in the amount of \$ _____ along with _____ days paid leave.
All remaining expenses/leave shall be assumed by the applicant.


Action/Referred To: [Signature] 4/17/02
Signature DateDISTRIBUTION TO: ☒ Employee ☐ Supervisor ☐ State's Attorney/DCSA ☐ Financial ServicesDate 4/17/02 ☒ Chief Inspector ☐ Training ☒ Payroll ☒ Personnel mo
Jane Carsons



OFFICE OF
THE CHIEF STATE'S ATTORNEY
300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
PHONE: (860) 258-5800 FAX: (860) 258-5858

Memorandum

TO: DAVID HOLZBACH
SR. ASSISTANT STATE'S ATTORNEY
JUDICIAL DISTRICT OF DANBURY

FROM: JOYCE HALL 
PERSONNEL ASSISTANT

DATE: APRIL 26, 2002

SUBJECT: TRAINING CERTIFICATE

Enclosed is a Certificate of Training for your attendance on April 18, 2002 at the seminar on *Computer Crime and the USA Patriot Act*. A copy has been placed in your personnel file.

/jsh
Enclosure

CERTIFICATE OF ACHIEVEMENT



PRESENTED TO

DAVID HOLZBACH

FOR SUCCESSFULLY COMPLETING THE TRAINING PROGRAM ENTITLED

COMPUTER CRIME AND THE USA PATRIOT ACT

AND RECEIVING THREE CONTINUING LEGAL EDUCATION CREDIT HOURS

APRIL 18, 2002

John Bailey
CHIEF STATE'S ATTORNEY



Request for Employee Training

This form is required for all training requests, whether the employee will receive training or provide training as an instructor or lecturer, and even if the Division will not incur an expense as a result of the employee's attendance. Applicants should submit the original form to their supervisor, together with all pertinent seminar information such as the registration form, brochure or other descriptive material. Keep a copy for your records. This form replaces a Purchase Request for training requests only; a Purchase Request is required for all other expenses.

The completed form must be signed by the State's Attorney or designee and submitted to the Director of Financial Services at least 45 days prior to travel. Applications received less than 45 days before travel may be denied. If request is to serve as an instructor or lecturer, a dual employment form may also be required. Generally, this is the case if there is payment for your services from another state agency. See your supervisor or the Human Resources Unit prior to submitting a request.

Today's Date: 12/17/01

David M. Holzbach

Employee Name

Sr. Assistant State's Attorney

Job Title

Danbury

Office/Bureau/Unit

Bargaining Unit

☒ Connecticut Prosecutors

☐ Inspectors Council

☐ CJ Employees

☐ Exempt

Employee will be

☒ receiving training

☐ providing training (i.e., lecturer, instructor)

If providing training, will you be receiving payment from any other source?

☐ Yes

☐ No

If yes, is the other source a state agency? ☐ Yes ☐ No

Is training required by the Division of Criminal Justice?

☐ Yes

☒ No

If yes, explain:

Is training covered by a grant?

☐ Yes

☐ No

If yes, give grant name/contact if other than the Division of Criminal Justice:

Course Name

Practice before the Psychiatric Sec. Rev. Board

☒ In-service ☐ Firearms

☐ COLLECT ☐ POST Training

☐ Information Technology

☐ Continuing Legal Education

☐ National Advocacy Center (NDAA)

☐ Other Training

Training Provider/Organization

OCSA

Number of Hours/Credits

Dates

From:

01 / 16 / 02 at 1:00 a.m. / p.m.

To:

01 / 16 / 02 at 5:00 a.m. / p.m.

Location of Training

Rocky Hill, CT

Registration/Fees \$ NONE

Date by which payment must be made to obtain this rate: / /

Travel \$

☐ Air ☐ Rail ☐ State Vehicle

☒ Personal Vehicle ☐ Other

Date by which ticket must be purchased to obtain this fare: / /

Lodging \$

Deadline, if any, to receive this rate: / /

Miscellaneous \$

(Parking, tolls, ground transportation, etc.)
Mileage reimbursement

Justification for Request

(Attach additional sheets as necessary)

Signature

Employee Signature

12-18-01

Date

CONTINUE TO OTHER SIDE
FOR SUPERVISOR APPROVALS

DEC 20 2001

AUTHORIZATION OF SUPERVISOR AND STATE'S ATTORNEY

Print Supervisor Name: Warren Murray Date: 12-18-01

COMMENTS: Include your assessment of how the knowledge and skills to be gained will benefit your office and your official duties: _____

Warren Murray 12-18-01
Supervisor Signature Warren Murray Date

Walter D. Flanagan 12-18-01
Signature of State's Attorney or Designee Walter D. Flanagan Date

Review/Recommendation of Training Officer: [Signature] 12/20/01
Date

Review/Recommendation of Personnel Officer: Susan M. Claus 12/20/01
Date

DIRECTOR OF FINANCIAL SERVICES

Account Code: _____ Grant ID: _____

Action/Referred To: _____

Catherine Dexter 12/20/01
Signature Date

DEPUTY CHIEF STATE'S ATTORNEY FOR PERSONNEL, FINANCE AND ADMINISTRATION

☐ Approved as requested in the amount of \$ _____ along with _____ days paid leave.

☐ Partially approved in the amount of \$ _____ along with _____ days paid leave.
All remaining expenses/leave shall be assumed by the applicant.

Action/Referred To: _____

[Signature] 12/20/01
Signature Date

DISTRIBUTION TO: ☒ Employee ☐ Supervisor ☐ State's Attorney/DCSA ☐ Financial Services

Date 12/20/01 ☒ Chief Inspector ☐ Training ☐ Payroll ☒ Personnel

gm

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach
NAME

Sr. Assistant State's Attorney
CLASSIFICATION

State's Attorney - Danbury
WORK UNIT

May 2001 to April 2002
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Warren Murray
Supervisor-Evaluator Warren Murray

4/25/02
Date Signed

Daina Hoff
Employee
I hereby indicate that I have received a
copy of this appraisal and have had an
opportunity to discuss it with the eval-
uator.

4/25/02
Date Signed

W. H. Hanger
State's Attorney;
Deputy Chief State's Attorney
I have received the above and concur in
the overall rating.

4/29/02
Date Signed

CERTIFICATE OF ACHIEVEMENT



PRESENTED TO

DAVID HOLZBACH

FOR SUCCESSFULLY COMPLETING THE TRAINING PROGRAM ENTITLED

PRACTICE AND PROCEDURE

BEFORE THE PSYCHIATRIC SECURITY REVIEW BOARD

JANUARY 16, 2002

John Bailey
CHIEF STATE'S ATTORNEY



State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (880) 258-5800

July 17, 2000

Patricia M. Froehlich, Esq.
Supervisory Assistant State's Attorney
Judicial District of Danbury
146 White Street
Danbury, Connecticut 06813

Dear Trish:

I have received a copy of your July 13, 2000 letter regarding Senior Assistant State's Attorney David Holzbach. I will see to it that a copy of your letter and that of the victim's family are placed in Mr. Holzbach's personnel file.

Very truly yours,


JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

c. Walter Flanagan, Esq.
David Holzbach, Esq.
Personnel file



STATE OF CONNECTICUT
DIVISION OF CRIMINAL JUSTICE

OFFICE OF THE STATE'S ATTORNEY
Judicial District of Danbury

146 WHITE STREET
P.O. BOX 685
DANBURY, CT 06813
TELEPHONE (203) 207-8670
FAX (203) 207-8684

WALTER D. FLANAGAN
STATE'S ATTORNEY

PATRICIA M. FROELICH
SUPERVISORY ASSISTANT STATE'S
ATTORNEY

July 13, 2000

JUL 14 11 38 AM '00

CHIEF STATE'S
ATTORNEY'S OFFICE

David M. Holzbach
Senior Assistant State's Attorney
Office of the State's Attorney
146 White Street
Danbury, Ct 06810

Re: State v. Daab

Dear David:

I would like to compliment you on your handling of the above-captioned child abuse case.

The enclosed letter to our Victim's Advocate makes clear that in addition to your usual preparation and attention to detail, you demonstrated compassion for the needs of the victim in this case.

It is professionalism such as yours that demonstrates a prosecutor's dedication to the pursuit of justice and to the protection of victim's rights. You are an asset to this Office.

Sincerely,

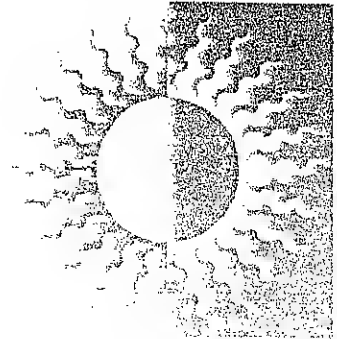
Patricia M. Froehlich

Patricia M. Froehlich
Supervisory Assistant State's Attorney

c: John M. Bailey, Chief State's Attorney ←
Walter D. Flanagan, State's Attorney

State v. Michael Daab
DKT. No. DBD-CR99-0106267-5

Sarah Helfrick
381 Gemini Drive, #16
Somerville, NJ 08876
(908) 359-2608



June 22, 2000

David W. Pond
Superior Court
C/o States Attorney
146 White Street
Danbury, CT 06810

Dear Mr. Pond;

I wanted to take a few moments to thank you and Mr. Holzback for all of your help in regards to my daughter's case. This whole experience has been very tough and emotional on Courtney and our family, but your help along with Mr. Holzback's helped to make this process bearable. I can't thank you both enough for all the help and assistance you two afforded me. I know it's your job, but I feel you went beyond the call of duty.

Please find enclosed, a current picture of Courtney (on a bookmark... just like I told you about). Thank you from the bottom of my heart for fighting for my daughter's rights.

Most respectfully,

Sarah Helfrick



SM

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach
NAME

Senior Assistant State's Attorney
CLASSIFICATION

Danbury
WORK UNIT

May, 2000 to April, 2001
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

I appreciate the enthusiasm with which you approached the
NDAA Arson course and your interest in working with the State
and local Fire Marshals.

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

Your willingness to assist me, other prosecutors, and our
clerical staff is appreciated.

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION



Satisfactory



Unsatisfactory

IV. SIGNATURES

Patricia M. Frealich
Supervisor-Evaluator

4/19/01
Date Signed

David Hop
Employee

4/19/01
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

W. J. Kang
State's Attorney;

4/20/01
Date Signed

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach
NAME

Senior Assistant State's Attorney
CLASSIFICATION

Danbury
WORK UNIT

May, 1999 to April, 2000
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

You continue to excel in organizational and preparation skills.

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

I appreciate your willingness to assume the responsibility
of reviewing and assigning applications for arrest warrants
while I prepare for the State v. Martin felony murder trials.

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Patrice M. Froehlich

Supervisor-Evaluator

4/14/00

Date Signed

David H. Hager

Employee

4.14.00

Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

William E. Hager

State's Attorney;

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

4/14/00

Date Signed



DIVISION OF CRIMINAL JUSTICE
REQUEST FOR PERSONNEL ACTION

Printed: 06/17/1999

INSTRUCTIONS

1. This form must be used for all personnel actions.
2. Use electronic form in all instances.
3. Make distribution as indicated.

DCJ-50 REV 1-98E

CAREER ADVANCEMENT

NAME (LAST, FIRST, MIDDLE) HOLZBACH, DAVID		EMPLOYEE NO. (if known) [REDACTED]		OFFICE AND/OR SECTION ADDRESS OF WORK LOCATION 146 WHITE STREET, P.O. BOX 685, DANBURY, CT 06813		STATE'S ATTORNEY'S OFFICE JD DANBURY		LOCATION CODE 2418	
JOB CLASS OF EMPLOYEE SR ASST ST ATTY				TYPE OF ACTION:					
SOCIAL SECURITY NO. [REDACTED]				<input type="checkbox"/> APPOINTMENT (of new employee)		<input type="checkbox"/> RETIREMENT			
<input type="checkbox"/> SHIFT DIFFERENTIAL				<input type="checkbox"/> GENERAL CHANGE (specify in remarks section)		<input type="checkbox"/> LEAVE OF ABSENCE			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				<input type="checkbox"/> TRANSFER		<input type="checkbox"/> RESIGNATION			
For new employees or promotions complete the following:				Effective Date: 07/01/1999		Date below should be last day worked			
<input type="checkbox"/> FULL <input type="checkbox"/> PART <input type="checkbox"/> TEMP				<input type="checkbox"/> TRANSFER (from another state agency)		<input type="checkbox"/> TERMINATION (involuntary)			
<input type="checkbox"/> BARGAINING UNIT CP				<input checked="" type="checkbox"/> PROMOTION OR ADVANCEMENT		<input type="checkbox"/> TRANSFER TO OTHER STATE AGENCY			
<input type="checkbox"/> VETERAN				<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
PREVIOUS INCUMBENT OR IF NEW POSITION DATE AUTHORIZED									
POSITION CONTROL NUMBER 162									
PAY PLAN EFF. DATE CODE GROUP STEP BI-WEEKLY ALL DATE PROBATION EXPIRE DT SEX M F US CITIZEN YES NO HANDICAPPED? YES NO DATE OF BIRTH RACE									
The above named employee meets the educational and experience requirements for the position and was recruited and/or selected in conformity with the provisions of the Division Affirmative Action Regulations in this instance, conformity was achieved by:									
<input type="checkbox"/> 1. Advertising in Newspaper on dates (attach copy of ad)									
<input type="checkbox"/> 2. Other (Explain & attach copies of notices if applicable)									
<input type="checkbox"/> 3. The total number of applicants for this position was RETIREMENT CODE									
JUSTIFICATION AND REMARKS (if additional space is needed attach additional 8.5 x 11 sheets) Pursuant to Article 16, Section 4a(3) of the collective bargaining agreement between the Division of Criminal Justice and the Connecticut Association of Prosecutors, David M. Holzbach will be advanced from Assistant State's Attorney to Senior Assistant State's Attorney effective July 1, 1999.									
COPIES TO: <input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Payroll <input type="checkbox"/> Statistics <input type="checkbox"/> Accounting <input type="checkbox"/> Retirement <input type="checkbox"/> DCSA <input type="checkbox"/> Employee Union <input type="checkbox"/> Supervisor									
Attachments: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO									
"Employment Application" or Resume must accompany this form for new employees.									
RECOMMEND STEVEN M. SELLERS TITLE DEP. CHIEF STATES ATTY.		DATE 6/19/99		APPROVED JOHN M. BAILEY TITLE CHIEF STATES ATTORNEY		DATE 6/23/99		ACCOUNTING DATA 2418 002 101	



State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

June 28, 1999

David M. Holzbach, Esq.
Senior Assistant State's Attorney
State's Attorney's Office
Judicial District of Danbury
146 White Street
P.O. Box 685
Danbury, Connecticut 06813

Dear David:

In accordance with the provisions of the collective bargaining agreement between the Division of Criminal Justice and Connecticut Association of Prosecutors, Article 16, Section 4a(3), you will be advanced to the level of Senior Assistant State's Attorney effective July 1, 1999.

The collective bargaining agreement requires that a certificate be given to each individual who reaches the level of Senior Assistant State's Attorney in recognition of that achievement. We are also enclosing a new ID card which reflects the title change.

I would like to personally congratulate you and thank you for your daily contribution to the Division of Criminal Justice.

David M. Holzbach, Esq.

Sincerely,

John M. Bailey

JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

JMB:jsh
Enclosures
c: Walter D. Flanagan, Esq.

Sm

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David Holzbach
NAME

Assistant State's Attorney
CLASSIFICATION

Danbury
WORK UNIT

May 1998 to April 1999
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

Your sentencing comments in State v. Patrick Sullivan are just one
example of your ability to effectively convey the State's position.

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

I am consistently impressed by the assistance you provide
other attorneys and by your commitment to representing this office
in the community.

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

Your willingness to assist with general office matters during
our clerk's extended absence is just one example of the positive
attitude you routinely display.

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Patricia M. Froehlich

Supervisor-Evaluator

4/26/99

Date Signed

David Hakha

Employee

4.26.99

Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

Will O'Hany

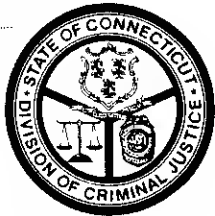
State's Attorney;

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

4-29-99

Date Signed



State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

November 3, 1998

Patricia M. Froehlich, Esq.
Supervisory Assistant State's Attorney
Judicial District of Danbury
146 White Street
P.O. Box 685
Danbury, Connecticut 06813

Dear Trish:

Thank you for your letter of October 28, 1998. I will see to it that a copy of Ms. Keane's letter is placed in David Holzbach's personnel file.

Very truly yours,


JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

c. Walter Flanagan, Esq.
David Holzbach, Esq.
Personnel file



WALTER D. FLANAGAN
STATE'S ATTORNEY

State of Connecticut
DIVISION OF CRIMINAL JUSTICE
OFFICE OF THE STATE'S ATTORNEY
JUDICIAL DISTRICT OF DANBURY

OCT 29 11 30 AM '98

CHIEF STATE'S
ATTORNEY'S OFFICE

146 WHITE STREET
P.O. BOX 685
DANBURY, CT 06813
TELEPHONE (203) 207-8670
FAX (203) 207-8684

October 27, 1998

David M. Holzbach, Assistant State's Attorney
Judicial District of Danbury
146 White Street
Danbury, CT 06810

Re: Community Relations

Dear David:

I was very pleased to receive a copy of the New Fairfield Substance Abuse Prevention Council's appreciation letter regarding your October 14 visit to the New Fairfield High School.

Your representation of this Office at community functions such as Western Connecticut State University's upcoming Professional Day demonstrates your dedication and commitment to the role of the prosecutor; and I value your assistance.

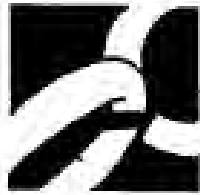
Sincerely,

Patricia M. Froehlich
Supervisory Assistant State's Attorney

PMF/hs

cc: John Bailey, Chief State's Attorney ✓
Walter D. Flanagan, State's Attorney

OCT 21 1998



New Fairfield

Substance Abuse Prevention Council

October 20, 1998

David Holzbach
State's Attorney Office
Danbury Superior Court
146 White Street
Danbury, CT 06810


cc: Joe Gargano
Patricia Froehlich

Dear David,

I want to thank you again for coming to New Fairfield High School to speak with the students in the Business Law class. Joe Gargano and I are particularly appreciative of community people taking time out of their day to bring real life into the classroom. I believe that students can learn so much from the people within the community and not just from text books.

The New Fairfield Substance Abuse Prevention Council is dedicated to supporting the community in the prevention effort. Your contribution has been invaluable and I hope we can count on you and your office to help provide additional experiences in the future.

Sincerely,



Judith Keane, MSW, CADC
Substance Abuse Counselor
New Fairfield High School



State of Connecticut
DIVISION OF CRIMINAL JUSTICE

OFFICE OF
THE CHIEF STATE'S ATTORNEY

JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

300 CORPORATE PLACE
ROCKY HILL, CONNECTICUT 06067
TELEPHONE (860) 258-5800

August 12, 1998

David Holzback, Esq.
Assistant State's Attorney
Judicial District of Danbury
State's Attorney's Office
146 White Street
P.O. Box 685
Danbury, Connecticut 06813

Dear David:

Allow me to congratulate you on your ten years of service in the Division of Criminal Justice. I did not want this anniversary to go by without expressing my gratitude to you for your service to this agency and the citizens of Connecticut.

As you well know, our prosecutors are faced with increasing caseloads and pressures every day. Yet, the job they perform is critical to our system of government. It is gratifying to know that experienced prosecutors, like you, are on the "front lines" of the criminal justice system.

Thank you for all you have done for our criminal justice system.

Very truly yours,


JOHN M. BAILEY
CHIEF STATE'S ATTORNEY

c. Walter D. Flanagan, Esq.
Patricia M. Froehlich, Esq.
Personnel file

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

<u>David Holzbach</u>	<u>Assistant State's Attorney</u>
NAME	CLASSIFICATION
<u>Office of State's Attorney - Danbury</u>	<u>May, 1997 to April, 1998</u>
WORK UNIT	RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

You continue to excel in this area, preparing thoroughly not only
for those cases you expect will go to trial but also for the regular
and pre-trial dockets.

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

You routinely handle not only the cases which have been specif-
ically assigned to you, but also demonstrate willingness to
assist others.

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Patricia M. Linares

Supervisor-Evaluator

4/29/98

Date Signed

David Halzhan

Employee

4/29/98

Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

W. H. Vance

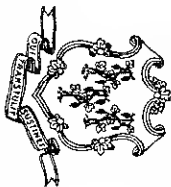
State's Attorney;

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

4/30/98

Date Signed



DEPARTMENT OF PUBLIC SAFETY

DIVISION OF STATE POLICE

Connecticut on Line Law Enforcement Communications Teleprocessing System

This is to certify that

DAVID HOLZBACH

has successfully completed the COLLECT System
Terminal Operator Training Course

MAY 14, 1997

P816-97-593

Date

Nancy Anne D'Alora

COLLECT Manager

Connecticut Control Terminal Officer

Certificate#

Wenatchee H. Henderson

Commissioner

Connecticut Department of Public Safety
Division of State Police

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach	Assistant State's Attorney
NAME	CLASSIFICATION
Office of State's Attorney - Danbury	1996 - 1997
WORK UNIT	RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

You routinely prepare for all assignments, but the results of the myriad of cases you have tried over the past year demonstrates your outstanding ability to anticipate and prepare for a barrage of arguments made by pro se and defense counsel alike.

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

Your courtroom demeanor is always appropriate; you demonstrated great skill and patience in dealing with a rambunctious pro se in both State v. Batts and State v. Perez. In State v. Sentementes and State v. Pinder you effectively handled the trial tactics of experienced and aggressive defense attorneys.

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

In addition to preparing and presenting three major felony trials
and one misdemeanor trial during the year, your willingness to
work well beyond normal working hours and to help out other
attorneys and staff members is an asset to this office.

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION



Satisfactory



Unsatisfactory

You exercise appropriate judgment with respect to the disposition
of the regular docket and your assigned files while maintaining
excellent communication with the Supervisory Assistant State's
Attorney and the State's Attorney regarding your decisions. Your
trial skills have developed over the past year to a level of excellence
IV. SIGNATURES which has greatly advanced the administration of
justice in this Judicial District.

Patricio M. Terracino
Supervisor-Evaluator

4/18/97
Date Signed

David M. Valhalla
Employee

4.18.97
Date Signed

I hereby indicate that I have received a
copy of this appraisal and have had an
opportunity to discuss it with the eval-
uator.

Will R. Hancy
State's Attorney;
Deputy Chief State's Attorney
I have received the above and concur in
the overall rating.

4/18/97
Date Signed

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach
NAME

Assistant State's Attorney
CLASSIFICATION

Office of State's Attorney - Danbury
WORK UNIT

June 1, 1995 to May 31, 1996
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Supervisor-Evaluator

David Halzclue

Date Signed

4/26/96

Employee

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

Date Signed

Natasha Kang

State's Attorney

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

Date Signed

4/26/96

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David M. Holzbach

NAME

Office of the State's Attorney
Danbury, Connecticut

WORK UNIT

Assistant State's Attorney

CLASSIFICATION

June 1, 1994 to May 31, 1995

RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒

Satisfactory

☐

Unsatisfactory

B. CASE PRESENTATION

☒

Satisfactory

☐

Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

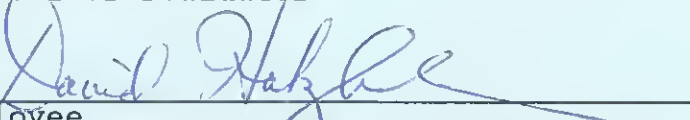
IV. SIGNATURES



Supervisor-Evaluator

5-15-95


Date Signed



Employee
I hereby indicate that I have received a
copy of this appraisal and have had an
opportunity to discuss it with the eval-
uator.

5-8-95

Date Signed



State's Attorney;
Deputy Chief State's Attorney
I have received the above and concur in
the overall rating.

5/15/95

Date Signed

STATE OF CONNECTICUT
APPLICATION FOR WITHHOLDING OF
RESIDENTIAL ADDRESS FROM PUBLIC INSPECTION

- Instructions:**
1. Type or print clearly the information requested.
 2. Submit this application to the appropriate agency, board, council, commission, or institution for processing.
 3. Sign and date this application.

(This form should not be used for applying to the DVM for withholding of residential addresses. A separate form for applying to the DMV can be obtained by contacting the DMV or the Human Resource Management Unit of the OCCA.)

Mailed to: John Bailey, Chief State's Attorney, Office of the Chief
State's Attorney, 340 Quinnipiac St., Wallingford, CT.
(Executive head of the agency and address)

**APPLICANT
INFORMATION:**

Name: David M. Holzbach

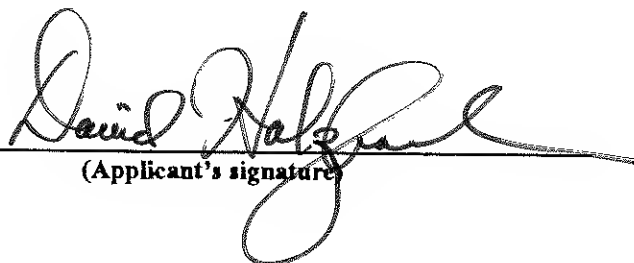
Soc. Sec. #: [REDACTED]

Birth date: [REDACTED]

Business

Address: Office of the State's Attorney, Superior Court of
Danbury, 146 White Street, Danbury, CT 06810

I hereby request under P.A. 95-163 that my residential address be withheld from public inspection on all agency records and that my business address only be provided in place thereof.


(Applicant's signature)

10-27-95
(date)

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

I. EMPLOYEE IDENTIFICATION

David Holzbach
NAME
Office of the State's Attorney
Danbury, CT
WORK UNIT

Assistant State's Attorney
CLASSIFICATION
June 1, 1993 to May 31, 1994
RATING PERIOD

II. INSTRUCTION TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: "satisfactory" or "unsatisfactory." When an employee is rated "unsatisfactory" in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. If space provided on form is insufficient, use additional blank sheets. All ratings of "unsatisfactory" must be discussed with the employee prior to the submission of the report to the Chief State's Attorney.

III. EVALUATION

A. CASE PREPARATION

☒ Satisfactory ☐ Unsatisfactory

B. CASE PRESENTATION

☒ Satisfactory ☐ Unsatisfactory

C. QUANTITY OF WORK

☒

Satisfactory

☐

Unsatisfactory

D. ATTITUDE

☒

Satisfactory

☐

Unsatisfactory

E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

☒

Satisfactory

☐

Unsatisfactory

F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES

☒

Satisfactory

☐

Unsatisfactory

G. ATTENDANCE

☒

Satisfactory

☐

Unsatisfactory

H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)

☐

Satisfactory

☐

Unsatisfactory

K. OVERALL PERFORMANCE EVALUATION

☒

Satisfactory

☐

Unsatisfactory

IV. SIGNATURES

Will D. Henry
Supervisor-Evaluator

6/11/94
Date Signed

David D. [Signature]
Employee

6/10/94
Date Signed

I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.

Will D. Henry
State's Attorney;

6/10/94
Date Signed

Deputy Chief State's Attorney

I have received the above and concur in the overall rating.

Certificate of Achievement

This is to certify that

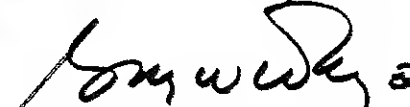
DAVID HOLZBACH

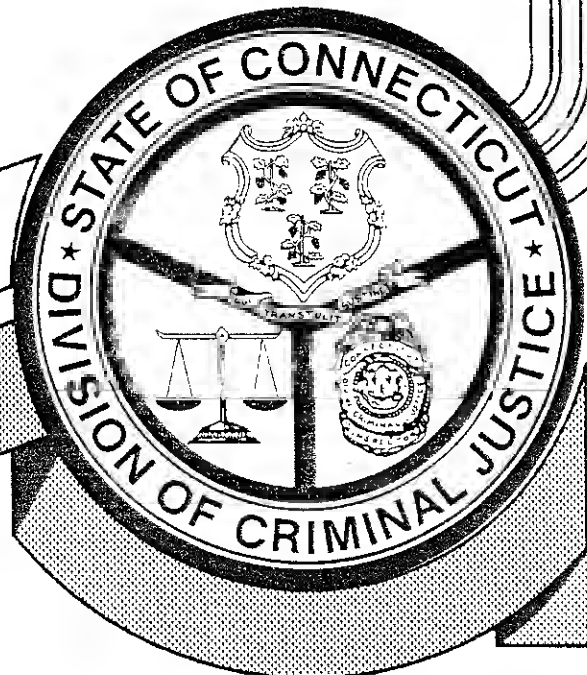
has successfully completed the 3 hour course

ARSON EVIDENCE AND TRIAL TACTICS

Date: September 7, 1993


John M. Bailey
Chief State's Attorney


Guy W. Wolf, III
Director of Training



PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

SECTION I - EMPLOYEE IDENTIFICATION

David Holzbach
NAME

Assistant State's Attorney
CLASSIFICATION

Judicial District of Danbury
WORK UNIT

7/1/92 to 6/30/93
RATING PERIOD

SECTION II -- PERFORMANCE APPRAISAL

1. CASE PREPARATION: 5

2. CASE PRESENTATION: 5 (e.g. Candidate provides a clear, orderly presentation of the facts, applicable statutes, etc.)

3. QUANTITY OF WORK: 5 (e.g. Ability to work under pressure to ensure a timely disposition of court actions)

4. ATTITUDE: 5 (e.g. Candidate displays a professional demeanor within the courtroom and toward the office staff)

5. ABILITY TO DEAL EFFECTIVELY WITH OTHERS: 5
(Includes court staff, judges, defense counsel, members of the public, police officers, victims and witnesses)

112



COMPLIANCE WITH AGENCY RULES AND DIRECTIVES: 5

ATTENDANCE (Check One):

x Satisfactory

 Unsatisfactory

FOR SUPERVISORY ASSISTANT STATE'S ATTORNEYS ONLY

TRAINING AND LEADING STAFF:

PLANNING AND ASSIGNING WORK:

0. FAIRNESS AND IMPARTIALITY:

OVERALL PERFORMANCE EVALUATION (Check One):

 Satisfactory

 Unsatisfactory

SECTION III -- SIGNATURE

Supervisor - Evaluator

May 17, 1993
Date Signed

have reviewed the above and concur in the overall rating.

State's Attorney, Deputy Chief State's
Attorney, or Chief State's Attorney

May 17, 1993
Date Signed

hereby indicate that I have received a copy of this performance appraisal and have had an opportunity to discuss it with the evaluator.

Deputy or Assistant State's
Attorney

5.11.93
Date Signed

Certificate of Achievement

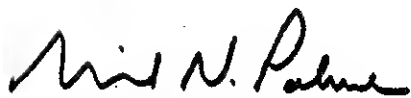
This is to certify that

DAVID HOLZBACH

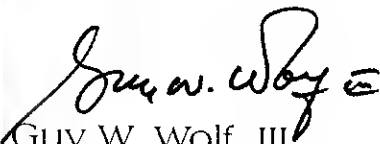
has successfully completed the 4 hour course

EVIDENCE IN CONNECTICUT

Date: September 11, 1992



Richard N. Palmer
Chief State's Attorney



Guy W. Wolf, III
Director of Training



PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

SECTION I - EMPLOYEE IDENTIFICATION

<u>David M. Holzbach</u>	<u>Assistant State's Attorney</u>		
NAME	CLASSIFICATION		
<u>Judicial District of Danbury</u>	<u>7/1/91 to 4/30/92</u>	<u>/</u>	<u>4/30/91</u>
WORK UNIT	RATING PERIOD	DATE	LAST RATING
* * * * *	* * * *	* *	* *

INSTRUCTIONS TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to summarizing the employee's overall performance in an objective manner. In the evaluation section, you should comment on each factor, identifying the candidate's strengths and weaknesses in each area. If improvement is needed, this information should be noted in this section and any specific steps which have been taken to correct this situation. Please use blank sheets for additional comments.

* * * * *

SECTION II - PERFORMANCE EVALUATION

1. CASE PREPARATION

You are always completely prepared for your assignment whether it is the daily
G.A. docket or the trial docket. Of all your skills case preparation is your
best.

2. CASE PRESENTATION - (e.g. Candidate provides a clear, orderly presentation of the facts, applicable statutes, etc.)

Your case presentations reflect your preparations, however, there is still
room for considerable improvement in this area especially in the area of flexibility
and spontaneity -- and a more natural as opposed to rigid presentation to
the Court or jury.

3. QUANTITY OF WORK - (e.g. Ability to work under pressure to ensure a timely disposition of court actions)

Excellent both in courtroom and office work especially in bond collections.

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

4. ATTITUDE - (e.g. Candidate displays a professional demeanor within the courtroom and toward the office staff)

You have a positive attitude towards your responsibilities and are always
open to the constructive criticism of your supervisors. There is no one in
the office who tries harder to comply with directives than you.

5. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

Your judgment and exercise of prosecutorial discretion are earning you a reputation
with the defense bar as a firm yet fair prosecutor. Within the office, however,
your enthusiasm to shoulder the work load sometimes is viewed by other prosecutors
as meddling in their duties so you should be mindful of this.

6. COMPLIANCE WITH AGENCY RULES OR DIRECTIVES

You are in complete compliance.

7. ATTENDANCE (Check One)

☒ Satisfactory

☐ Unsatisfactory

OVERALL PERFORMANCE EVALUATION (Check One)

☒ Satisfactory

☐ Unsatisfactory

* * * * *

SECTION III - SIGNATURE

Supervisor - Evaluator

Date Signed

State's Attorney, Deputy Chief State's
Attorney or Chief State's Attorney

Date Signed

I have received the above and concur in the
overall rating.

Employee Signature

Date Signed

I hereby indicate that I have received a
copy of this performance appraisal and have
had an opportunity to discuss it with the
evaluator.

Certificate of Achievement

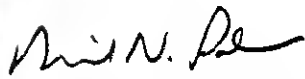
This is to certify that

DAVID HOLZBACH

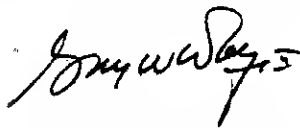
has successfully completed the 3 hour course

**INVESTIGATIVE DETENTION/WARRANTLESS
SEARCHES OF PERSONS AND AUTOMOBILES**

Date: February 18, 1992



Richard N. Palmer
Chief State's Attorney



Guy W. Wolf, III
Director of Training



Certificate of Achievement

This is to certify that

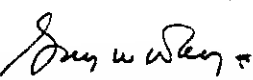
DAVID HOLZBACH

has successfully completed the 3 hour course

SEARCH WARRANT REVIEW

Date: December 30, 1991


Richard N. Palmer
Chief State's Attorney


Guy W. Wolf, III
Director of Training



Certificate of Achievement

This is to certify that

DAVID HOLZBACH

has successfully completed the 7 hour course

FORENSIC SCIENCE UPDATE

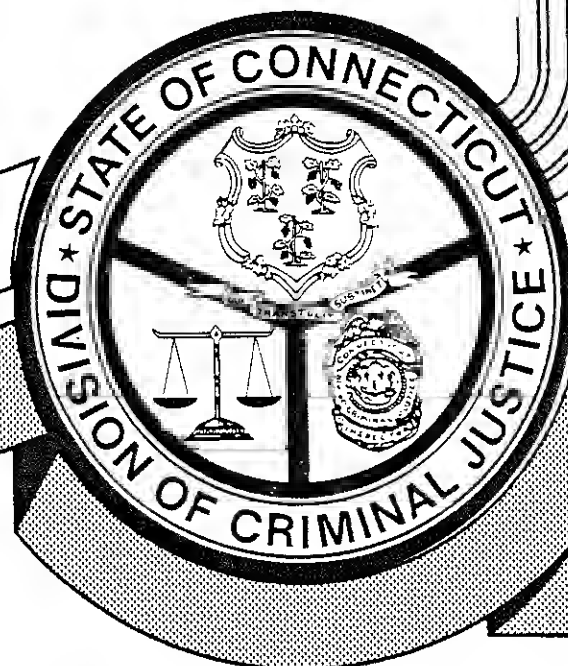
Date: Sept. 4, 1991



Richard N. Palmer
Chief State's Attorney



Guy W. Wolf, III
Director of Training





REQUEST FOR PERSONNEL ACTION

PERSONNEL

CAREER ADVANCEMENT - APPT. TO A.S.A. BY COMMISSION

INSTRUCTIONS

1. This form must be used for all personnel actions.
2. Prepare on typewriter.
3. Make distribution as indicated.

DCJ - 50 REV 2-87

NAME (Last, First, Middle)

HOLZBACH, David

EMPLOYEE NUMBER

GRADE AND/OR SECTION

G.A. #3 (Danbury) - State's Attorney's Office

LOCATION CODE

146 White St., P.O. Box 685, Danbury, CT 06810

Assistant State's Attorney

TYPE OF ACTION

☐ APPOINTMENT
(of new employee)

☐ GENERAL CHANGE
(Specify in justification & Remarks section)

☐ TRANSFER

☐ TRANSFER
(from (other state agency))

☒ PROMOTION OR
ADVANCEMENT

☐ RETIREMENT

☐ LEAVE OF ABSENCE

☐ RESIGNATION

☐ TERMINATION
(involuntary)

☐ TRANSFER TO OTHER
STATE AGENCY

Date below should
be last day worked

EFFECTIVE DATE

06/28/91

7/1/90

30

2

\$1777.90

DATE OF ACTION

DATE OF ACTION

SEX

☐ M

☐ F

US CITIZEN

☐ YES

☐ NO

HANDICAPPED?

☐ YES

☐ NO

DATE OF BIRTH

RACE

The above employee meets the educational and experience requirements for the position and was recommended and/or selected by the following with the approval of the Division Affirmative Action Regulators in this instance, conforming with the achievement by:

Newspaper on

dates (Attach copy of Ad)

☐ Other (Explain & attach copies of notices if applicable)

☐ 3. Other (Explain & attach copies of notices if applicable)

RETIREMENT CODE

☐ NO

☐ YES AGENCY

DATES.

AGENCY

JUSTIFICATION AND REMARKS (If additional space is needed, attach additional 8 1/2 x 11 sheets.)

Pursuant to Article 16, Section 4 of the CAP collective bargaining agreement, Mr. Holzbach is to be advanced from Deputy Assistant State's Attorney to Assistant State's Attorney from Pay Group 26-3 to Pay Group 30-2 effective June 28, 1991.

Attachments: ☒ YES ☐ NO

"Employment Application" or Resume
must accompany this form for new employees.

RECOMMENDED BY
John D. Kelly
Chief State's Attorney

DATE
6-13-91

APPROVED BY
James Fitzpatrick
James F. Stapleton, Chairman
Criminal Justice Commission

DATE

ACCOUNTING DATA



State of Connecticut
DIVISION OF CRIMINAL JUSTICE
OFFICE OF THE STATE'S ATTORNEY
JUDICIAL COURT OF DANBURY

WALTER D. FLANAGAN
STATE'S ATTORNEY

April 22, 1991

146 WHITE STREET
P.O. BOX 685
DANBURY, CT 06813
TELEPHONE (203) 797-4073
FAX 797-4379

Robert J. Sabo,
Deputy Chief State's Attorney
Office of the Chief State's Attorney
340 Quinnipiac Street
Wallingford, Ct. 06492

Re: DAVID HOLZBACH

Dear Bob:

I wholeheartedly endorse the advancement of David Holzbach for Assistant State's Attorney on July 1, 1991.

Very truly yours,

Walter D. Flanagan
State's Attorney

WDF/rs



PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

SECTION I - EMPLOYEE IDENTIFICATION

David Holzbach
NAME

Deputy Assistant State's Attorney
CLASSIFICATION

Judicial District of Danbury
WORK UNIT

7/1/90-4/30/91 / 4/30/90
RATING PERIOD DATE LAST RATING

INSTRUCTIONS TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to summarizing the employee's overall performance in an objective manner. In the evaluation section, you should comment on each factor, identifying the candidate's strengths and weaknesses in each area. If improvement is needed, this information should be noted in this section and any specific steps which have been taken to correct this situation. Please use blank sheets for additional comments.

SECTION II - PERFORMANCE EVALUATION

1. CASE PREPARATION

Your realization of the importance of thorough and careful case preparation

is demonstrated by the negotiated plea bargains you obtained in the so called

Laotian robbers cases. This was a complex and serious matter with multiple

victims and defendants, none of whom spoke English. Your excellent preparation

was chiefly responsible for these gratifying results and your efforts are

very much appreciated.

2. CASE PRESENTATION - (e.g. Candidate provides a clear, orderly presentation

of the facts, applicable statutes, etc.)

Your case presentations have improved greatly as evidenced by the jury verdict

of guilty in the felony trial of State v. Vincent. Your overcoming of the chain

of custody problems in the sale of narcotics jury trial of State v. Barnes

led to a successful verdict and demonstrates your persistence and determination

to become an effective trial advocate.

3. QUANTITY OF WORK - (e.g. Ability to work under pressure to ensure

timely disposition of court actions)

You shoulder your share of office responsibilities most admirably. Your

monitoring of all speedy trial motions has been excellent. Your recent

assignment to collect or compromise unsatisfied bond forfeitures is

an example of the recognition of your first-rate productivity.

4. ATTITUDE - (e.g. Candidate displays a professional demeanor within the courtroom and toward the office staff).

You consistently display a courteous and professional attitude towards members of the bench, the bar, the staff and the public.

5. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

You are fair and even-handed in your negotiations with defense attorneys.

Your judgment and exercise of prosecutorial discretion are earning you a reputation as a firm and fair prosecutor.

6. COMPLIANCE WITH AGENCY RULES OR DIRECTIVES

You comply faithfully with all office and Division rules and directives.

7. ATTENDANCE
(Check One)

☒ Satisfactory

☐ Unsatisfactory

OVERALL PERFORMANCE EVALUATION (Check One)

☒ Satisfactory

☐ Unsatisfactory

SECTION III - SIGNATURE

Supervisor - Evaluator

Date Signed

State's Attorney, Deputy Chief State's Attorney or Chief State's Attorney

Date Signed

I have received the above and concur in the overall rating.

Employee Signature

Date Signed

I hereby indicate that I have received a copy of this performance appraisal and have an opportunity to discuss it with the evaluator.



PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

SECTION I - EMPLOYEE IDENTIFICATION

<u>David Holzbach</u> NAME <u>Judicial District of Danbury</u> WORK UNIT	<u>Deputy Assistant State's Attorney</u> CLASSIFICATION <u>7/89 to 4/30 / 1990 / 4/89</u> RATING PERIOD DATE LAST RATING
---	---

INSTRUCTIONS TO SUPERVISOR

When conducting an employee performance appraisal, careful consideration should be given to summarizing the employee's overall performance in an objective manner. In the evaluation section, you should comment on each factor, identifying the candidate's strengths and weaknesses in each area. If improvement is needed, this information should be noted in this section and any specific steps which have been taken to correct this situation. Please use blank sheets for additional comments.

SECTION II - PERFORMANCE EVALUATION

1. CASE PREPARATION

You are consistently well-prepared for your daily docket assignments as well

as the more serious and contested cases assigned to you. The excellent results

you achieved in the two manslaughter with a motor vehicle cases State v. Shetz and State v. Britton bear witness to your thorough preparation & knowledge of the facts.

2. CASE PRESENTATION - (e.g. Candidate provides a clear, orderly presentation of the facts, applicable statutes, etc.)

Your presentations in the courtroom are increasingly polished as you achieve

confidence in your knowledge of the law.

3. QUANTITY OF WORK - (e.g. Ability to work under pressure to ensure a timely disposition of court actions)

You are managing a larger quantity of work and maintaining quality results.

Your work on the multiple robbery and burglary cases St. v. Platt and State v.

Schlemmer bears this out. Additional responsibilities such as your efforts with regard to speedy trial motions evidence your expanding contributions to the

work load of the office.

PERFORMANCE APPRAISAL - PROSECUTING ATTORNEY

4. ATTITUDE - (e.g. Candidate displays a professional demeanor within the courtroom and toward the office staff).

You display the proper and professional demeanor expected of a prosecutor in the courtroom.

5. ABILITY TO DEAL EFFECTIVELY WITH OTHERS

You have maintained a positive relationship with the other members of the staff and other court personnel. You deal correctly and effectively with others with whom you come into contact while performing your official duties.

6. COMPLIANCE WITH AGENCY RULES OR DIRECTIVES

You comply with all directives of the office as well as those from the Chief State's Attorney's office.

7. ATTENDANCE
(Check One)

☒

Satisfactory

☐

Unsatisfactory

OVERALL PERFORMANCE EVALUATION (Check One)

☒

Satisfactory

☐

Unsatisfactory

SECTION III - SIGNATURE

Supervisor - Evaluator

Date Signed

State's Attorney, Deputy Chief State's Attorney or Chief State's Attorney

Date Signed

I have received the above and concur in the overall rating.

Employee Signature

Date Signed

I hereby indicate that I have received a copy of this performance appraisal and have an opportunity to discuss it with the evaluator.

Certificate of Achievement

THIS IS TO CERTIFY THAT

DAVID HOLZBACH

HAS SUCCESSFULLY COMPLETED THE 6 HOUR COURSE

CHILD ABUSE/FAMILY VIOLENCE

Gregg W. Deery



W. Deery
CHIEF STATE'S ATTORNEY

JUNE 20, 1989
DATE OF AWARD



REQUEST FOR PERSONNEL ACTION

DCJ - 50 REV 2-87

ADJUSTED PAY RATE - ATTORNEY

1. This form must be used for all personnel actions.
2. Prepare on typewriter.
3. Make distribution as indicated.

PERSONNEL

NAME (LAST, FIRST, MIDDLE) HOLZBACH, David		OFFICE AND/OR SECTION G.A. #3 (Danbury) - State's Atty.'s Office		LOCATION CODE	
JOB CLASS OF EMPLOYEE Deputy Assistant State's Attorney		ADDRESS OF WORK LOCATION 146 White Drive, Danbury, Ct 06810			
SOCIAL SECURITY NO. [REDACTED]		TYPE OF ACTION			
SHIFT DIFFERENTIAL <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> APPOINTMENT (of new employee)		<input type="checkbox"/> RETIREMENT	
TYPE OF POSITION FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMP <input type="checkbox"/>		<input checked="" type="checkbox"/> GENERAL CHANGE (Specify in Justification & Remarks Section)		<input type="checkbox"/> LEAVE OF ABSENCE	
BARGAINING UNIT CAP		<input type="checkbox"/> TRANSFER		<input type="checkbox"/> RESIGNATION	
For new employees or promotions complete the following: PREVIOUS INCUMBENT OR IF NEW POSITION DATE AUTHORIZED		<input type="checkbox"/> TRANSFER (from another state agency)		<input type="checkbox"/> TERMINATION (involuntary)	
POSITION CONTROL NUMBER		<input type="checkbox"/> PROMOTION OR ADVANCEMENT		<input type="checkbox"/> TRANSFER TO OTHER STATE AGENCY	
PAY PLAN EFF. DATE	CODE	GRP	STEP	BI-WEEKLY	A 1. DATE
		26	1	\$1340.73	
The above named employee meets the educational and experience requirements for the position and was recruited and/or selected in conformity with the provisions of the Division Affirmative Action Regulations in this instance, conformity was achieved by:					
<input type="checkbox"/> 1. Advertising in _____ Newspaper on _____ dates (Attach copy of Ad)					
<input type="checkbox"/> 2. Other (Explain & attach copies of notices if applicable)					
<input type="checkbox"/> 3. The total number of applicants for this position was _____					
JUSTIFICATION AND REMARKS (If additional space is needed attach additional 8 1/2 X 11 sheets)					

Mr. Holzbach's pay rate is adjusted pursuant to Article 16, Section 4 of the collective bargaining agreement between the Division of Criminal Justice and the Prosecutors Local 1437. Effective August 12, 1988.

Attachments: ☐ YES ☐ NO

"Employment Application" or Resume must accompany this form for new employees.

RECOMMEND	DATE 5/17/89	APPROVED Robert J. Sabo Deputy Chief State's Attorney	DATE	ACCOUNTING DATA
-----------	------------------------	--	------	-----------------



PERFORMANCE REPORT PROBATIONARY EMPLOYEE

Name David Holzbach Location Judicial District of Danbury
Title Deputy Assistant State's Attorney
Beginning Date With the Division 8/12/88 Period Covered by this report 2/11/89 to 4/30/89
Report Due 4/30/89 Date of Last Appraisal 3/3/89
Probationary Period Ends On 8/11/89

PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION REPORT

1. Review the evaluation form in its entirety prior to beginning the written appraisal. If you feel you are not qualified to answer any of the specific items, please so indicate.
2. The evaluation should encompass the entire period of time since the last appraisal as shown above.
3. The supervisor and employee should have a common understanding of acceptable standards for the job being evaluated. Be certain that both employee and supervisor are familiar with the job description because the evaluation must embrace the entire job.
4. The eleven performance factors exist, to some degree, in every job. However, some factors are more relevant than others. In the "Comments" section, then, the supervisor should indicate those factors which are considered to be more pertinent to the job being evaluated.
5. **Comments are essential to an appraisal. When comments are requested, a one-word reply is neither satisfactory nor fair. Comments should be used to explain ratings; also to make specific suggestions for improvement and/or development. Give specific citations.**
6. Section III is of particular importance to the supervisor and the employee. Before an employee can improve his/her job performance the employee must know his/her strengths and areas of need. The supervisor must share this information so that the employee will know his/her present status and needed development.
7. Upon completion of the report, forward on or before the due date to Deputy Chief States Attorney for Administration, Personnel and Finance.

PERFORMANCE RATINGS

Actual performance compared with expected performance as set forth in the job description.

1. **Well Below Standards** Performance results overall fail to meet position requirements. Definitely below acceptable standards.
2. **Improvement Needed** Performance results show inconsistent achievement. Improved results are needed if performance is to meet standard requirements.
3. **Standards Met** Performance results consistently meet job requirements.
4. **Above Standards** Performance results meet all job requirements and, in many cases exceed them.
5. **Outstanding** Performance results are consistently above job requirements.

I. A. JOB PERFORMANCE FACTORS

QUANTITY OF WORK

Produces an acceptable volume of work.

Comments: standards met David completes all work assignments
for which he is responsible.

QUALITY OF WORK

Produces an acceptable grade of work.

Comments: above standards David continues to excel in achieving
just resolutions of criminal cases.

TIMELINESS OF WORK

Completes work assignments on or ahead of schedule.

Comments: standards met David promptly completes daily tasks, such
as the arraignment docket, and long term assignments, such as responding
to Discovery motions. He is always well prepared.

JUDGEMENT

Exercises discretion according to stated guidelines.

Comments: above standards David continues to demonstrate excellent
judgement when reviewing affidavits, determining appropriate
charges and recommending sentences.

SAFETY

Observes safety and health standards.

Comments: standards met

I. B. FACTORS AFFECTING JOB PERFORMANCE

INITIATIVE

Performs assigned jobs in self-confident, eager manner without detailed instructions.

Comments: above standards David does not avoid problems. He implements solutions on his own, or where appropriate, he brings them to the attention of his supervisors. He goes out of his way to learn.

ATTITUDE

Shows interest, enthusiasm and cooperation.

Comments: above standards David approaches his work in a positive manner. He is appropriately respectful to others and maintains a healthy attitude towards his own authority and responsibilities.

ADAPTABILITY

Learns new duties and adjusts to new situations.

Comments: standards met David's exposure to various tasks has been increased with no diminution in the quantity or quality of his work.

COMMUNICATION

Effectively presents facts and ideas both orally and in writing; keeps superiors and others informed of pertinent matters.

Comments: above standards David communicates well with his peers and readily shares information with the staff. He presents his positions clearly and forcefully in court.

RELATIONSHIPS WITH OTHERS

Effectively works and deals with others, including co-workers, superiors, law enforcement officials and the public.

Comments: standards met David continues to maintain a positive relationship with the judiciary, the police and the defense bar. As he begins to handle more serious cases, he also is gaining experience with witnesses and victims of crime.

PUNCTUALITY AND ATTENDANCE

Time off last 3 months

Number of occasions 0 Absent 0 Late

Total Hours 7 Vacation 2 Sick

Comments: _____

II. A. OVERALL EVALUATION. Describe the results ACHIEVED compared with the results EXPECTED. Consider the individual's strengths as well as his/her areas of need, dependability, capacity to perform.

David continues to achieve gains in experience, judgement and

other areas of competence expected of a good prosecutor.

III. DEVELOPMENT GUIDE. Indicate development needs and recommend specific development actions which you believe will help the employee improve his/her performance or prepare for greater responsibility beyond this job.

Action To Be Taken	By Whom	When
Criminal motions	Brian E. Cotter	next 3 months

IV. OVERALL RATING

- ☒ Satisfactory for this rating period.
- ☐ Satisfactory for the entire probationary period, i.e. employee fully meets all acceptable standards for this position and should be granted Permanent Status.
- ☐ Overall unsatisfactory. Employment should be terminated.

Good supervisory practice requires that you discuss with this employee his/her strong points as well as his/her areas of need. Indicate the date of the counseling session and the subjects discussed.

Date: _____ Subjects Discussed: _____

Employee's Comments:

EMPLOYEE'S SIGNATURE

David Halzlsouer 4/28/89

DATE

RATER'S SIGNATURE

[Signature] 4/28/89

DATE

MANAGER'S SIGNATURE

My signature means I have reviewed the appraisal and discussed the contents with my immediate supervisor. It does not necessarily imply that I agree with this evaluation.

ATTACHMENTS ☐ YES ☐ NO



DCJ-54.2
REV. 2/87

PERFORMANCE REPORT PROBATIONARY EMPLOYEE

RA

Name DAVID HOLZBACH Location Judicial District of Danbury
Title Deputy Assistant State's Attorney
Beginning Date With the Division 8/12/88 Period Covered by this report 11/12 to 2/10/89
Report Due 2/10/89 Date of Last Appraisal 11/16/88
Probationary Period Ends On 8/11/89

PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION REPORT

1. Review the evaluation form in its entirety prior to beginning the written appraisal. If you feel you are not qualified to answer any of the specific items, please so indicate.
2. The evaluation should encompass the entire period of time since the last appraisal as shown above.
3. The supervisor and employee should have a common understanding of acceptable standards for the job being evaluated. Be certain that both employee and supervisor are familiar with the job description because the evaluation must embrace the entire job.
4. The eleven performance factors exist, to some degree, in every job. However, some factors are more relevant than others. In the "Comments" section, then, the supervisor should indicate those factors which are considered to be more pertinent to the job being evaluated.
5. **Comments are essential to an appraisal. When comments are requested, a one-word reply is neither satisfactory nor fair. Comments should be used to explain ratings; also to make specific suggestions for improvement and/or development. Give specific citations.**
6. Section III is of particular importance to the supervisor and the employee. Before an employee can improve his/her job performance the employee must know his/her strengths and areas of need. The supervisor must share this information so that the employee will know his/her present status and needed development.
7. Upon completion of the report, forward on or before the due date to Deputy Chief States Attorney for Administration, Personnel and Finance.

RA

PERFORMANCE RATINGS

Actual performance compared with expected performance as set forth in the job description.

1. **Well Below Standards** Performance results overall fail to meet position requirements. Definitely below acceptable standards.
2. **Improvement Needed** Performance results show inconsistent achievement. Improved results are needed if performance is to meet standard requirements.
3. **Standards Met** Performance results consistently meet job requirements.
4. **Above Standards** Performance results meet all job requirements and, in many cases exceed them.
5. **Outstanding** Performance results are consistently above job requirements.

I. A. JOB PERFORMANCE FACTORS

QUANTITY OF WORK

Produces an acceptable volume of work.

Comments: standards met David has been very productive in his daily
work assignments and more than holds his own with other staff. His
development continues to progress well.

QUALITY OF WORK

Produces an acceptable grade of work.

Comments: above standards David has demonstrated excellent instincts
for prosecutorial work and this judgment has been confirmed by judicial opinion.
His development continues to progress well.

TIMELINESS OF WORK

Completes work assignments on or ahead of schedule.

Comments: standards met

JUDGEMENT

Exercises discretion according to stated guidelines.

Comments: above standards This evaluation is so closely related to
"quality" that my evaluation is the same, excellent instincts for the
position.

SAFETY

Observes safety and health standards.

Comments: standards met

I. B. FACTORS AFFECTING JOB PERFORMANCE

INITIATIVE

Performs assigned jobs in self-confident, eager manner without detailed instructions.

Comments: above standard -- does his daily assignment and when finished
looks to help others

ATTITUDE

Shows interest, enthusiasm and cooperation.

Comments: above standard - although quiet in persoanlity, possesses
excellent approach to the duties and clearly demonstrates his authority.

He is quickly gaining the respect of his peers for his positive approach
to his work.

ADAPTABILITY

Learns new duties and adjusts to new situations.

Comments: standards met

COMMUNICATION

Effectively presents facts and ideas both orally and in writing; keeps superiors and others informed of pertinent matters.

Comments: standards met. David does communicate well and when a
problem arises he seeks counsel of more experienced prosecutors so he
might present facts better.

RELATIONSHIPS WITH OTHERS

Effectively works and deals with others, including co-workers, superiors, law enforcement officials and the public.

Comments: standards met - He has developed a good rapport with the
judiciary and the police. The defense bar has the appropriate respect for him.

PUNCTUALITY AND ATTENDANCE

Time off last 03 months

Number of occasions 0 Absent 0 Late

Total Hours 0 Vacation 0 Sick

Comments: _____

II. A. OVERALL EVALUATION. Describe the results ACHIEVED compared with the results EXPECTED. Consider the individual's strengths as well as his/her areas of need, dependability, capacity to perform.

As an embryonic prosecutor he has achieved as an experienced
prosecutor exceeding expectations.

III. DEVELOPMENT GUIDE. Indicate development needs and recommend specific development actions which you believe will help the employee improve his/her performance or prepare for greater responsibility beyond this job.

Action To Be Taken	By Whom	When
<u>trial training</u>	<u>Brian E. Cotter</u>	<u>next 3 months</u>
<u>affidavit review</u>	<u>Walter D. Flanagan</u>	<u>next 3 months</u>

IV. OVERALL RATING

- ☒ Satisfactory for this rating period.
- ☐ Satisfactory for the entire probationary period, i.e. employee fully meets all acceptable standards for this position and should be granted Permanent Status.
- ☐ Overall unsatisfactory. Employment should be terminated.

Good supervisory practice requires that you discuss with this employee his/her strong points as well as his/her areas of need. Indicate the date of the counseling session and the subjects discussed.

Date: 3/3/89 Subjects Discussed: all of the aforementioned
rating topics.

Employee's Comments:

EMPLOYEE'S SIGNATURE

David Halblum

DATE

3/3/89

RATER'S SIGNATURE

Walter D. Flanagan

DATE

3/3/89

MANAGER'S SIGNATURE

My signature means I have reviewed the appraisal and discussed the content with my immediate supervisor. It does not necessarily imply that I agree with this evaluation.

ATTACHMENTS ☐ YES ☒ NO

Certificate of Achievement

THIS IS TO CERTIFY THAT

DAVID HOLZBACH

HAS SUCCESSFULLY COMPLETED THE 5½ HOUR COURSE

FORENSIC SCIENCE IDENTIFICATION TECHNIQUES



W. Kelly
CHIEF STATE'S ATTORNEY

DECEMBER 5, 1988

DATE OF AWARD

James. Seay



PERFORMANCE REPORT PROBATIONARY EMPLOYEE

Handwritten signature

Name DAVID HOLZBACH Location Judicial District of Danbury
Title Deputy Assistant State's Attorney
Beginning Date With the Division 8/12/88 Period Covered by this report 8/12 to 11/11/88
Report Due November 11, 1988 Date of Last Appraisal none
Probationary Period Ends On August 11, 1989

PROBATIONARY EMPLOYEE PERFORMANCE EVALUATION REPORT

1. Review the evaluation form in its entirety prior to beginning the written appraisal. If you feel you are not qualified to answer any of the specific items, please so indicate.
2. The evaluation should encompass the entire period of time since the last appraisal as shown above.
3. The supervisor and employee should have a common understanding of acceptable standards for the job being evaluated. Be certain that both employee and supervisor are familiar with the job description because the evaluation must embrace the entire job.
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5. **Comments are essential to an appraisal. When comments are requested, a one-word reply is neither satisfactory nor fair. Comments should be used to explain ratings; also to make specific suggestions for improvement and/or development. Give specific citations.**
6. Section III is of particular importance to the supervisor and the employee. Before an employee can improve his/her job performance the employee must know his/her strengths and areas of need. The supervisor must share this information so that the employee will know his/her present status and needed development.
7. Upon completion of the report, forward on or before the due date to Deputy Chief States Attorney for Administration, Personnel and Finance.

Handwritten initials

PERFORMANCE RATINGS

Actual performance compared with expected performance as set forth in the job description.

1. **Well Below Standards** Performance results overall fail to meet position requirements. Definitely below acceptable standards.
2. **Improvement Needed** Performance results show inconsistent achievement. Improved results are needed if performance is to meet standard requirements.
3. **Standards Met** Performance results consistently meet job requirements.
4. **Above Standards** Performance results meet all job requirements and, in many cases exceed them.
5. **Outstanding** Performance results are consistently above job requirements.

I. A. JOB PERFORMANCE FACTORS

QUANTITY OF WORK

Produces an acceptable volume of work.

Comments: standards met David has been very productive in his daily
work assignments and more than holds his own with other staff.

QUALITY OF WORK

Produces an acceptable grade of work.

Comments: above standards David has demonstrated excellent instincts
for prosecutorial work and this judgment has been confirmed
by judicial opinion.

TIMELINESS OF WORK

Completes work assignments on or ahead of schedule.

Comments: standards met

JUDGEMENT

Exercises discretion according to stated guidelines.

Comments: above standards This evaluation is so closely related to
"quality" that my evaluation is the same--excellent instincts
for the position.

SAFETY

Observes safety and health standards.

Comments: standards met

I. B. FACTORS AFFECTING JOB PERFORMANCE

INITIATIVE

Performs assigned jobs in self-confident, eager manner without detailed instructions.

Comments: above standard - does his daily assignment and when
finished, looks to help others.

ATTITUDE

Shows interest, enthusiasm and cooperation.

Comments: above standard - although quiet in personality, possesses
excellent approach to the duties and clearly demonstrates his authority.

ADAPTABILITY

Learns new duties and adjusts to new situations.

Comments: standards met

COMMUNICATION

Effectively presents facts and ideas both orally and in writing; keeps superiors and others informed of pertinent matters.

Comments: standards met David does communicate well and when a
problem arises he seeks counsel of more experienced prosecutors
so he might present facts better.

RELATIONSHIPS WITH OTHERS

Effectively works and deals with others, including co-workers, superiors, law enforcement officials and the public.

Comments: standards met

PUNCTUALITY AND ATTENDANCE

Time off last 3 months

Number of occasions 0 Absent 0 Late

Total Hours 0 Vacation 2 Sick

Comments: _____

II. A. OVERALL EVALUATION. Describe the results ACHIEVED compared with the results EXPECTED. Consider the individual's strengths as well as his/her areas of need, dependability, capacity to perform.

As an embryonic prosecutor he has achieved as an experienced

~~prosecutor exceeding expectations.~~

III. DEVELOPMENT GUIDE. Indicate development needs and recommend specific development actions which you believe will help the employee improve his/her performance or prepare for greater responsibility beyond this job.

Action To Be Taken	By Whom	When
trial training	Brian E. Cotter	next three months
	Walter D. Flanagan	next three months

IV. OVERALL RATING

- ☒ Satisfactory for this rating period.
- ☐ Satisfactory for the entire probationary period, i.e. employee fully meets all acceptable standards for this position and should be granted Permanent Status.
- ☐ Overall unsatisfactory. Employment should be terminated.

Good supervisory practice requires that you discuss with this employee his/her strong points as well as his/her areas of need. Indicate the date of the counseling session and the subjects discussed.

Date: 11/16/88 Subjects Discussed: all of the aforementioned
rating topics

Employee's Comments:

EMPLOYEE'S SIGNATURE

David Halbach

DATE

11/18/88

RATER'S SIGNATURE

Walter D. Flanagan

DATE

11/18/88

MANAGER'S SIGNATURE

Walter D. Flanagan

My signature means I have reviewed the appraisal and discussed the contents with my immediate supervisor. It does not necessarily imply that I agree with this evaluation.

ATTACHMENTS ☐ YES ☒ NO

State of Connecticut

County of New Haven

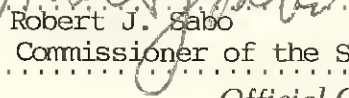
} ss Wallingford

August 15...19.88.

Personally appeared..... DAVID M. HOLZBACH
of , duly appointed to the office of
..... Deputy Assistant State's Attorney

..... and took the oath provided by Section 1 of Article Eleventh of
the Constitution to be administered to all executive and judicial officers, before me.

Seal


Robert J. Sabo
Commissioner of the Superior Court
Official Capacity

State of Connecticut

County of New Haven

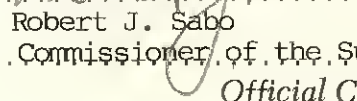
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Seal


Robert J. Sabo
Commissioner of the Superior Court
Official Capacity



REQUEST FOR PERSONNEL ACTION

PERSONNEL

APPOINTMENT - DEPUTY ASST. STATE'S ATTORNEY

INSTRUCTIONS

1. This form must be used for all personnel actions.
2. Prepare on typewriter.
3. Make distribution as indicated.

DCJ - 50 REV 2-87

NAME (LAST, FIRST, MIDDLE)

HOLZBACH, David M.

EMPLOYEE NO. (If known)

[REDACTED]

OFFICE AND/OR SECTION

JD Danbury - G.A. #3 - State's Attorney's Office

LOCATION CODE

ADDRESS OF WORK LOCATION

146 White St., P.O. Box 685, Danbury, Conn. 06813

JOB CLASS OF EMPLOYEE

Deputy Assistant State's Attorney

SOCIAL SECURITY NO.

TYPE OF ACTION

☐ APPOINTMENT
(of new employee)

☐ GENERAL CHANGE
(Specify in Justification &
Remarks Section)

☐ TRANSFER

☒ TRANSFER
(from ~~xxxxxxx~~ Judicial)

☐ PROMOTION
☐ ADVANCEMENT

☐ RETIREMENT

☐ LEAVE OF ABSENCE

☐ RESIGNATION

☐ TERMINATION
(Involuntary)

☐ TRANSFER TO OTHER
STATE AGENCY

Date below should
be last day worked

EFFECTIVE DATE

EFFECTIVE DATE
8/12/88

SHIFT DIFFERENTIAL

☐ YES ☒ NO

TYPE OF POSITION

☒ FULL TIME ☐ PART TIME ☐ TEMP

For new employees or
promotions complete
the following:

BARGAINING UNIT ☐ CAP ☐ VETERAN ☐ YES ☐ NO

PREVIOUS INCUMBENT OR IF NEW POSITION DATE AUTHORIZED

Raymond Doyle

POSITION
CONTROL

NUMBER

PAY PLAN EFF. DATE

CODE GRP STEP BI-WEEKLY A.I. DATE

26 1 \$1,103.07

EXPIRATION OF
PROBATION

SEX ☒ M ☐ F

US CITIZEN ☐ YES ☐ NO

HANDICAPPED? ☐ YES ☐ NO

DATE OF BIRTH

FACE

The above named employee meets the educational and experience requirements for the position and was recruited and/or selected in conformity with the provisions of the Division Affirmative Action Regulations in this instance, conformity was achieved by:

☒ 1. Advertising in Comm. Law Journal Newspaper on 5/31 & 6/7/88 dates (Attach copy of Ad)

☐ 2. Other (Explain & attach copies of notices if applicable)

☒ 3. The total number of applicants for this position was 13, 10 interviewed

RETIREMENT CODE

Prior State Service ☐ NO

YES AGENCY:

DATES:

AGENCY

JUSTIFICATION AND REMARKS (If additional space is needed attach additional 8 1/2 X 11 sheets)

The State of Connecticut Criminal Justice Commission, at its meeting on July 13, 1988, appointed David M. Holzbach as Deputy Assistant State's Attorney for the Judicial District of Danbury at G.A. #3. The appointment is effective August 12, 1988.

Attachments: ☒ YES ☐ NO

"Employment Application" or Resume
must accompany this form for new employees.

RECOMMEND

DATE

8/3/88 *James J. Murphy*

AFFIRMED

Honorable James J. Murphy, Chairman
Criminal Justice Commission

TITLE

ACCOUNTING DATA

TITLE:

EDUCATION

Graduate: University of Bridgeport School of Law
Bridgeport, Connecticut 06601
Juris Doctorate Degree, May 1985

Undergraduate: Virginia Military Institute
Lexington, Virginia 24450
Bachelor of Arts in History, May 1982
Honors: Dean's List 1980, 1981, 1982

EXPERIENCE

September-Present 1987 Assistant Clerk
Primary responsibilities include control and administration of short calendar proceedings, wage, property, and bank executions, and P.B. 355 collection actions. Extensive training in court file review and updating for all short calendar matters. Responsible for all activities described under Temporary Assistant Clerk's position. Superior Court of Fairfield, Bridgeport Connecticut 06604

September-August 1985 1987 Temporary Assistant Clerk
Trained in civil and criminal court administration and procedures, acted as liaison between judges and attorneys for scheduling pre-trial and motion hearings, reviewed court files for compliance with applicable statutes. Superior Court of Fairfield, Bridgeport Connecticut 06604

PROFESSIONAL

Member of Connecticut Bar, American Bar Association, Association of United States Army, 4th Military Law Center Officers Association

MILITARY SERVICE

1st Lieutenant, United States Army Reserve
Attached to 4th Military Law Center,
Judge Advocate General's Detachment
Patterson USAR Center, 2181 Loring Place,
Bronx, New York 10453

Graduated United States Army Soldier Support
Institute, FT. Benjamin Harrison, Indiana
April 1987 - July 1987
Honors: Outstanding Officer Award

Graduated Judge Advocate General's Corps
Officer Basic Course, May 1988